

BUSINESS SUPPORT TOOLBOX™

- Short or long-term corporate solutions for businesses of all shapes and sizes.

Business Support Toolbox™ is an innovative form of business supports that:

- Provides start-ups and small companies with full-fledged corporate structure.
- Dramatically reduces cost and improves efficiency when launching a business.
- Builds on “best practices” learned from following businesses from launch to success.

The formula is simple: Mauritz & Company has built a strong network and accumulated the know-how needed for launching a successful business without making compromises or wasting money. Now you can establish your business using all this experience and knowledge and only pay for the services that you really need.

Full-scale operations from day one! We provide all essential services required:

- Business development support, market research, partner/sales agent search, etc.
- Virtual offices, instant and ready-made offices.
- Company start-ups, business establishment, incorporations.
- Administration and secretarial services.
- Legal, finance, HR, accounting and tax services.
- Translation and interpreting services.
- Marketing, sales and customer services.

1. Your business launch - An endless check-list or a single check-mark?

Your business launch check-list could look like this:

- Leave everything to Mauritz & Company!**

Our clients get access to our own network of excellent providers. Do not take costly, stressful detours. Do not build your network on random contacts. Do not base your market entry on unreliable, inconclusive information. Build on what we have already built.

2. Your corporate structure – Impressive, even if you do not have one!

Operations, administration, HR, finance, marketing and sales – in a typical start-up, managers are stuck with all these tasks. When will you be ready to hire professionals for all these positions?

You are ready now! Let us design a flexible outsourcing structure that your business can easily afford. For less than the cost of hiring a secretary, you can have professionals providing these functions for you – putting you back in the director’s seat!

3. Your local office - Always working at optimum capacity.

To optimise operational capacity when establishing a new business is tricky business. You set up a small office and hire an administrator – both too much and too little. Too many work hours without supervision – and not enough expertise.

Save your money - forget the office and the employee for a while. We will provide you with pay-as-you-go or part-time administration and back-office services. Save your time - our own management will provide the required supervision. Save your strength – pick your battles and focus on the real challenges of your business.

How it works:

Starting up a business venture involves a number of risk factors. You cannot make informed decisions without reliable, up-to-date information. Building a trusted network from scratch can involve costly and frustrating detours. And, perhaps most importantly, there is the financial risk involved in setting up a full-scale operation before you have sufficient income to keep your business going.

The **Business Support Toolbox™** allows you to enjoy the benefits of a full-scale operation from day one, without significant initial investment. Minimise the risk and optimise your resources without compromises! Use the services that you need, when you need it.

A few examples how you can use our services:

A. Business launch – Start off on the right foot!

Old way: The person in charge of the launch somehow manages to find a lawyer or some personal connections in the new market, and relies completely on them for help and information. Or she/he uses a trade council or export organisation that charge very high consulting fees. One reason for their high prices is that their fees in local markets are on the same level as in their home country. Moreover, they are using expensive expatriates and foreign students with little knowledge of the local culture and business environment. A lot of time, money and effort are wasted in the course of setting up even the smallest operation.

Our way:

- Company incorporation: local company up and running within a few business days.
- Relocation services: first-class relocation services for you and your staff.
- Business development planning: market research, partner search, financial and organisational planning.

B. Back office – Our office is your office!

Old way: The start-up rents a small office and hires a secretary. Not only is this a waste of money, but it also normally involves an unqualified person fulfilling several functions semi-adequately. Normally a senior manager within the head office attempts to guide and supervise this person from distance.

Our way:

- Virtual office or fully-equipped instant and ready-made office.
- Administration: part-time or pay-as-you-go secretary or personal assistant (in your own office or based in our office and supervised by us).
- Accounting, payroll: we arrange a local bookkeeping firm or you have the option to use our own accountant and we will take care of your reporting and taxation.
- Language services: we arrange translation and interpreting services.

C. Middle office – Solid footing for your business decisions!

Old way: Start-ups generally lack most of the necessary functions. Managers rely on the accountant for financial advice, handle their own recruitment and make business decisions based on random information.

Our way:

- Financial controlling: monitoring the costs, profitability, etc. of your local operations.
- HR: recruitment and selection, performance appraisal, labour law related issues, contracting employees.
- Management reporting: regular reporting on your company's financial status and market conditions.

D. Front office – Get your message across loud and clear!

Old way: The front office consists of a foreign manager (who does not know the local market or speak the language) and a local secretary (who does not know the business and is not trained in sales, communications or customer service). The company has a hard time making a truly professional impression.

Our way:

- Sales representation: sales based on our local know-how and your understanding of your product and services.
- Marketing, web: localising of your website, marketing strategy and communications.
- Customer service: your customers will feel we are speaking their language!

What services do you need to make your business successful in CEE?

The **Business Support Toolbox™** allows you to be totally flexible and use the services you need and when you need it. To learn more how your business can benefit from our services, please contact us. We welcome your inquiry. **Best value for money, guaranteed!** We offer the best local market knowledge at the lowest price.

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♦ Czech Republic ♦ Slovakia ♦ Poland ♦ Hungary ♦ Romania ♦ Bulgaria ♦ Slovenia ♦

A few selected clients: ABB, Akzo Nobel, Alfa, Alfa Laval, Besam, BIC, Bohmans, Delloyd, Energy Charter, Fe Clean Energy, Flygt, Fortum, Gambro, Hejco, Human Search, Källbergs, Kamstrup, Lundbeck, Maersk, Mase Brush, PSEG, Scandia, Schneider, Statkraft, Swedish Trade, Tesla, Vattenfall, Via Travel, Volvo, West Sweden Chamber of Commerce and Industry.