

Along with specific bespoke packages, Co-operative Admin Solutions CIC can also support you and your organisation with the following general tasks:

- Filing and Record Keeping
- Diary Management
- Travel Arrangements
- Correspondence
- Data Entry
- Document Production



Our sliding scale of rates means we can provide you with a tailored solution for your urgent or everyday needs. Alternatively, we can offer a fixed monthly charge that makes cash flow projection clear and simple.

Co-operative Admin Solutions CIC  
is a part of

the community **empowerment** group

