Snowed Under with Paperwork?
Read on to Find Out How To Get Rid of Your Paperwork and Take Control of Your Business!
“Not knowing what was going on, waiting for job sheets to come back and missing information was costing me time and money”

- Electrician
No One Likes Paperwork!

It’s a fact that simple administration tasks consume around a third of the overall working week for most small to medium-sized businesses including electricians, plumbers and facilities managers. Paperwork wastes time and can hinder the potential growth of your business.

Time can be wasted due to engineers having to pick up job sheets from the office before starting work, missed appointments or engineers simply waiting to the last minute to complete all their job sheets before bringing them back to the office.

Paperwork leads to duplication as information is copied from one sheet of paper to another. Relying on paperwork can lead to stress and anxiety as you and your customers have to keep chasing to find out what is going on.

But What Can You Do?

Read on to find out how to get rid of paperwork and take back control of your business.
Following is our top suggestions for getting rid of paperwork and taking back control of your business.

1. Find out what paper you use - Take a minute to review what paperwork is used and by who. Look out for any duplication such as copying information from a customer's job sheet to your own job sheet or copying information from a job sheet to an invoice.

2. Understand what is necessary - In most cases nowadays, information can be sent to customers, suppliers and even the taxman electronically. Once you understand how this works it is often a lot easier, quicker and in many cases can be automated altogether.

3. Move to online applications - Cloud based applications let you share data easily with customers and suppliers. There is no need to worry about different file formats or information getting lost in the post.
Communicate with your staff. Keep them up to date with what is happening, keep them informed and keep them on-side. Provide training and help and advice so they understand how getting rid of paperwork will benefit them as well as the company.

Manage your jobs electronically - one of the easiest areas to improve is how you manage your day to day jobs. Rather than writing out job sheets by hand, check out the latest job management solutions which lets you send jobs to your engineers and subcontractors mobile telephones then view the job status as they update the job in real time.

Work better with your subcontractors - Communicate often and look at ways you can work together to integrate your systems and automate the process of sending information between your system and theirs.

Reward your best customers - consider incentives and discounts for early payment of invoices, automate your invoice process to save time and ensure no delayed or missing invoices.

Follow our tips to get rid of paperwork and take back control of your business!
We Hope You Find Our Tips Useful.

Get in Touch to Find Our More.

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