



Stretch your office support-staff budget

Would you rather be calling on clients and bringing in more revenue, or be caught up in office management activities? Would it help if you were not burdened with the myriad tasks needed to keep your office running?

A typical office has elements of the following: *A no-show, late office staff! Phones ringing, unanswered! Continued turnover of employees! A long drawn-out cycle of locating, hiring and training new workers! Repeating the same instructions day-in-and-day-out! And all this, with daily increases in costs that control the overhead expenses of the company.*

Look at how **infoScape's virtual office** has allowed our clients to lock their office expenses, while:

- Reducing expenses for office rent and overheads
- No payroll, vacations, health and other benefits to worry about
- No hiring and firing of workers
- No headaches related to back-ups & viruses, computers & internet

and, all this at up to a **50% savings** on typical costs of employing an office worker.

Travel Industry Related Managed Services

- **Reservations**
 - Assist passengers make reservations and explore cheaper fare options
 - Multi-city reservations and specialized routing expertise
 - Follow-up with passenger and confirm ticket purchase
 - Assist in changes and alteration to reservations
 - Create PNRs (Amadeus, Saber)
 - Fill Reservation Request Forms with all pertinent passenger personal & travel details
- **Ticketing**
 - Process ticketing requests (paper or e-ticket)
 - Change and cancel ticketing requests
 - Validate quoted fares with actual from reservation systems
- **Accounting**
 - Daily entries for client and vendor records from reservations
 - Reconcile accounting systems
 - Tally weekly passenger and sub-agent statements
 - Update Banking info: electronic deposits, withdrawals, Balance Sheet
 - Reconcile against bookings
 - Credit Card processing

A face-to-face meeting will allow us to quickly assess your needs and suggest solutions. At the outset, with your help, we will document your processes and ensure on-going, hassle-free, 24x7 operations, seamlessly integrated with your internal activities.