

Health & Safety  
Business News  
Business Information  
Business Laws  
Made Easy!



# Simply Systems

SMALL BUSINESS COMPLIANCE MADE SIMPLE

## You drive your business ... We keep you on track

Save time  
Save money  
Inexpensive  
Easy to follow  
Regularly updated



## We can help steer you through small business regulations

Do not allocate precious time, resources and money developing business compliance systems. It has all been done for you!



### Health & Safety Manual

Framework manual to get you on your way to meet your obligations under Health & Safety Legislation: ACT NOW! Not after an accident - It is too late!

### Business News

Get the correct facts in short easy to read bulletins, covering news that a small business owner should be aware of.

### Business Information & Laws For Business

Save time searching the web. Free links directly to the most relevant easily read fact sheets and check lists that cover running a business. ACT NOW! Not after the law has been introduced - It is too late!

### Records Management

What to keep, how long to keep it and how to find it in the future. ACT NOW! Not after you destroy a file you should have kept - It is too late!

### Staff Management

- Policies
- Templates
- Procedures

ACT NOW! Not after a problem with staff has developed - It is too late!

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