

ADDMORE OUTSOURCING



ADDMORE SERVICES

Focus on your Core Business and Outsource

AUTOCAD • BIM • QUANTITY SURVEYING • ESTIMATION • PLANNING & CLAIMS

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ABOUT US

ADDMORE SERVICES LLC is a professional technical services company for the architectural, engineering, and construction industry, offering services such as Engineering Drawings and ERP Solutions, Architectural Drawings, BIM Services and Renderings, F&B Hospitality Design and Consultancy, ADDMORE Outsourcing, Project Management, FF&E Sourcing and Consultancy, and Quantity Takeoffs and Cost Management.

Headquartered in Las Vegas, Nevada, with a team of licensed architects, civil engineers and quantity surveyors in Manila and Cebu, Philippines, the company's key markets include the USA, Australia, UK, Republic of Ireland, UAE, and Kingdom of Saudi Arabia.

Our services are further structured into four divisions, each specializing in distinct areas to ensure that we cater to every aspect of your requirements. With a commitment to excellence and a track record of delivering exceptional results, ADDMORE Services is your partner for success.



ADDMORE OUTSOURCING

ADDMORE Outsourcing, a BPO division of ADDMORE Services, partners with various international companies who like to optimize their operations with value-filled resources. Our key focus is to provide efficient services and solutions, streamlining the work flow of our clients, thereby enhancing their business efficiency, productivity and profit.

We help you focus on your core competencies while we take care of your front and back office processes to ensure they run smoothly and look after themselves.

Our remote-based teams are in the Philippines and South Africa.

DELIVERY MODELS

- Professional Offshore Talent
- Offshore Outsourcing
- Project-based Outsourcing



WHAT IS PROFESSIONAL OFFSHORE TALENT?

Professional Offshore Talent is excellent for clients working on a project that will be a minimum three (3) months. This service is charged on a monthly basis, based on the project's complexity, scale, and duration. ADDMORE will discuss with the client to determine the project talent needs. The management of the workforce and their task will be the responsibility of ADDMORE, with the client's review and approval of the deliverables.

ADDMORE provides bespoke offshore talent solutions through our unique POD system.

A POD (Professional Outsourcing Division) is a dedicated team created specifically for your business per specific service or a custom team of multiple services, designed to handle a particular requirement or set of tasks.



WHAT IS PROFESSIONAL OFFSHORE TALENT?

Each POD is fully managed by team leaders and account managers to ensure seamless integration with your operations and consistent quality, even as your needs evolve. With our Professional Offshore Talent approach, you gain access to expert offshore teams at a lower cost, while maintaining full oversight and flexibility.

- Team members are hired by ADDMORE Services based on the agreed-upon qualifications and skills needed for the outsourced work.
- ADDMORE Services may suggest improvements to your processes and procedures.
- ADDMORE Services oversees staff performance and productivity to ensure that client service levels are met.



WHAT IS OFFSHORE OUTSOURCING?

Offshore solutions are long-term plans suited to a minimum 24-month contract where you select your staff, set your salaries, and manage directly to your new offshore studio or division for a monthly fee including all HR, payroll, admin, and office facilities

- Choose team members who meet your specific skill requirements and job description.
- Team members will adhere to your established processes and procedures.
- Maintain direct control over team members' performance and compensation.



WHAT IS PROJECT-BASED OUTSOURCING?

Our pricing model for this service will be based on the number of months required, taking into account the complexity and size of the client's project. Once the deliverables have been determined, ADDMORE will give the client a project duration and a set lump sum cost based on the actual time required to perform the work. ADDMORE takes the entire risk of hours exceeding the forecasted hours estimate.

This is suitable for clients searching for a fixed pricing with high quality service on short-term projects.



COMPARISON MATRIX OF OUR DELIVERY MODELS

	PROFESSIONAL OFFSHORE TALENT	OFFSHORE OUTSOURCING	PROJECT BASED OUTSOURCING
TALENT LEASING ASSIGNMENTS	Tasks are delegated to ADDMORE Outsourcing	Tasks are delegated directly to a dedicated team account manager	Tasks are delegated to ADDMORE Outsourcing
FUNCTIONS	Refers to creating a Professional Offshore Division (POD) for a service or multiple services	Refers to outsourcing a complete role or service	Outsourcing a specific project or task
PERSONNEL	Work is accomplished by a managed team from ADDMORE Outsourcing	Work is accomplished and maintained by client's own global team, an extension of its company	Work is accomplished by a managed team from ADDMORE Outsourcing
INVOLVEMENT	ADDMORE handles the talent acquisition, coordinates development plans, and performance management	Client is usually involved from interview to offer. Full integration into client's team under custom management arrangements	ADDMORE handles the talent acquisition, coordinates development plans, and performance management
TIME & SCALABILITY	Mid-term approach to scaling client's business	Long-term approach to scaling client's business	Quick solution to accomplish task ideal for ad hoc or per project / per output
SET-UP TIME FRAME	1-2 weeks	4-6 weeks	1-2 weeks
LOCATION	Work-from-home	Office	Work-from-home
PRICING	Monthly fee and Set-up fee	Monthly admin fees, set-up fee, and payroll	Fixed or Output based fee
CONTRACT TERM	Minimum 6 months	Minimum 24 to 36 months	Minimum 1 to 5 months

*Offshore Outsourcing contracts are normally for a minimum of two years; any variance from this can be customized and is subject to the discretion of ASL's management

HOW IT WORKS

We have a skilled and talented remote-based staff from the Philippines specializing in professions that can cater to various business industries around the world.

OUR SERVICES

Our services enable us to ADDMORE value to the solutions we provide:

- Virtual Assistance
- Human Resources
- Sales & Digital Marketing
- Accounting & Finance
- Creative Design
- AEC Management
- Customer Support
- Healthcare



BPO SPECIALIZATION BY INDUSTRY

- Construction & Engineering
- Architecture & Interior Design
- Education
- Healthcare
- Hospitality & Tourism
- Accounting & Finance
- Insurance
- Manufacturing
- Marine
- Real Estate & Property Management
- Retail & E-commerce



INDUSTRY ROLES OFFERED

Virtual Assistance

- Real Estate VA Support
- Data Entry and Encoding Specialist
- Transcriptionist
- Appointment Setter
- Receptionist
- Schedule and Events Coordinator
- Administrative Assistant
- Online Researcher
- Email and Communication Specialist

Human Resources

- HR Assistant
- Recruitment Coordinator
- Payroll Specialist
- Benefits Administrator

Sales & Digital Marketing

- Digital Marketing Assistant
- Digital Marketing Strategist
- Content Marketing Strategist
- SEO Strategist
- Social Media Specialist
- Social Media Manager
- E-Commerce Assistant
- Telesales Agent
- Lead Generation Specialist

INDUSTRY ROLES OFFERED

Accounting & Finance

- Accountant
- Bookkeeper
- Loan Processor
- Collections Officer
- Accounts Receivable Clerk
- Accounts Payable Clerk

Creative Design

- Web Designer
- Graphic Designer
- Copywriter
- Video Editor

AEC Management

- Architect
- Interior Designer
- Estimator
- Quantity Surveyor
- AutoCAD Operator
- AutoCAD Manager
- REVIT Designer
- Engineer

INDUSTRY ROLES OFFERED

Customer Support

- Customer Service Representative
- Technical Support Specialist
- Live Chat Agent / Email Chat Support
- Reservations Agent
- Order Processor

Healthcare

- Medical Billing and Coding Specialist
- Medical Transcriptionist
- Client Care Coordinator



BENEFITS OF OUTSOURCING A TEAM OF PROFESSIONALS



ACCESS TO SPECIALIZED SKILLS

ADDMORE Outsourcing provides access to a pool of specialized professionals with expertise in various domains, including data entry, virtual assistance, and customer support. By partnering with us, your business can benefit from their knowledge and experience without the need to invest time and resources in extensive training. This access to specialized skills ensures that tasks are completed accurately, efficiently, and in line with industry best practices.

COST SAVINGS

Leveraging the expertise of ADDMORE's skilled professionals. This eliminates expenses associated with recruitment, training, employee benefits, and office space. With outsourcing, you only pay for the services you need when you need them, making your operational costs more predictable and manageable.



ENHANCED EFFICIENCY AND FOCUS

Outsourcing non-core tasks to ADDMORE Outsourcing allows your business to focus on its core activities and competencies. By delegating tasks such as data entry, customer support, or administrative work, your internal team can concentrate on strategic initiatives and value-added functions that directly contribute to your business's growth and success. This streamlined approach enhances overall efficiency and productivity.



WHY CHOOSE US?



QUICK TURNAROUND

Our staff both in the Philippines and USA constantly coordinate for earliest completion of deliverables.



LICENSED PROFESSIONALS

Entrust your requirements with our highly-skilled and internationally experienced team of professionals.



CLEAR COMMUNICATION

Our staff both in the Philippines and USA constantly coordinate for earliest completion of deliverables.



ACCURACY

Utilizing the latest and relevant applications to complete the service helps reduce discrepancies, gain material quotes, identify risk factors, and generate reports.



BOOST PRODUCTIVITY

Hiring a professional you need can help boost productivity while freeing up your time so that you can focus on what matters most — growing revenue!



REDUCED COSTS

We provide high-quality service at a competitive pricing. We make sure that the value of our service is commensurate to what you pay for.



**WE ARE LOCATED IN
THE USA WITH
REMOTE STAFF IN
THE PHILIPPINES**

**BUT YOU CAN ALWAYS REACH US THROUGH
CHAT OR EMAIL, WHEREVER YOU ARE**

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