



## CAWTON Procurement Remote Procurement Support

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## Independent Administrative Support for Self-Employed Professionals & Small Businesses

Many small businesses and self-employed professionals find themselves spending evenings and weekends managing emails, paperwork, quotes, and coordination rather than focusing on their actual work.

**CAWTON Procurement** provides structured administrative support to help organise these tasks and keep projects and communication activities running smoothly.

Busy engineers and small businesses often experience a backlog of emails and limited time to effectively manage communications, resulting in missed jobs, delayed customer responses and lost revenue opportunities.

### **Typical areas of support include:**

- Managing busy email inboxes and organising communications.
- Tracking quotes, supplier orders, and project documentation.
- Creating simple systems to monitor jobs, suppliers, and costs.
- Organising digital files and business documentation.
- Maintaining operational spreadsheets and tracking tools.
- Supporting day-to-day administrative workflows.

The aim is simple: **reduce administrative overload so business owners can focus on delivering work and growing their business.**

### **Engagement options:**

Retainer support | Project-based assignments | Interim administrative support |

*Detailed scope of services is provided on the following page.*



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## Services: Operational Support for Self-Employed Professionals & Small Businesses

### Job & Quote Tracking System:

- Creating a central job tracker spreadsheet
- Tracking incoming quote requests
- Monitoring quote status (sent / pending / won / lost)
- Tracking job start dates and key deadlines
- Maintaining client and project records
- Follow-up reminders for quotes and approvals

### Mailbox & Communication Management:

- Inbox organisation and filtering rules
- Prioritisation of client and supplier communications
- Flagging urgent enquiries and actions
- Organisation of project-related emails
- Calendar coordination and appointment tracking



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## Explicit Exclusions

**CAWTON Procurement** does NOT:

- Provide legal advice or legal documentation
- Draft legally binding contract clauses
- Replace internal governance approval
- Provide accounting or tax services
- Replace internal financial control or approvals

## Commercial Structure

Engagements are tailored depending on scope, urgency, and level of structure required. Fees are agreed following an initial discussion to ensure the engagement aligns with expected savings and business value.

### **Typical options include:**

#### **Retained Support**

Ongoing support and management for businesses with limited or no internal resource.

#### **Project Based Work**

Targeted efficiency and improvement assignments.

#### **Interim Cover**

Short-term administrative support during staffing gaps or workload peaks.