



**BACK OFFICE
SUPPORT**

WHILE YOU SELL, WE'VE GOT THE DAY-TO-DAY COVERED

Our services are designed to help you continually move your business forward instead of being bogged down with the details. Juggling multiple administrative tasks can impede your sales and revenue streams, and hiring additional staff may not always be the best solution. iPROMOTEu can alleviate this burden by managing invoicing, leading order processes, providing coverage during your well-deserved time off, and more!

Partner with iPROMOTEu to ensure a seamless progression of the backend of your business, allowing you to stay dedicated to selling and building relationships.

833-502-0830 | [ipromoteu.com](https://www.ipromoteu.com)

ipromoteu
Promoting Your Success

THE iPROMOTEu ADVANTAGE IN BACK OFFICE ADMINISTRATION



GET SEAMLESS ORDER TRACKING

As an iPROMOTEu Affiliate, you gain access to our dedicated order support team and order management system. While staying in continuous communication with each vendor involved in your orders, we provide you with detailed notes on the progress of all your orders. Rest assured, because whenever you have a question about an order or want to check the status, the information will be ready and waiting for you.

STREAMLINE INVOICING AND TRANSACTIONS

Once your vendors have done their part in shipping the order, our invoicing team will generate a customer invoice in accordance with the terms and conditions you've established. With your approval, an invoice showing your business's brand will be sent to the customer for payment. The payment address on the invoice will align with one of several iPROMOTEu bank locations positioned across the United States.



ON-DEMAND SUPPORT FOR RUSH ORDERS AND CUSTOM NEEDS

Navigating the demands of rush orders and special requests can sometimes be a challenge. We follow-up on all your orders with participating vendors, making regular contact, and relaying important information to you. Our Order Support Team will ensure you are always up to date. With iPROMOTEu, a dedicated production coordinator is just a phone call or email away, allowing you to concentrate on closing deals without the concern of managing the minutiae.

OUT-OF-OFFICE PEACE OF MIND

Everyone needs to indulge in a well-deserved vacation from time to time, but it's also important that your business keeps running. By partnering with iPROMOTEu, we keep your orders progressing and provide your customers with prompt, professional service while you're out of the office, giving you the opportunity to truly rest and recharge.

ACCESS TO A DEDICATED ACCOUNTS RECEIVABLE COORDINATOR

The growth of your business hinges on a consistent cash flow. To help you stay on top of those incoming payments, you will be assigned a dedicated accounts receivable coordinator. Their role is to ensure your customers adhere to timely payment schedules. Whether you prefer direct communication with your coordinator or opt for tracking through our order management system, you can easily access the real-time status of your payments.