

2026



**TRADELANCE**  
CONSTRUCTION & PROPERTY BUSINESS SUPPORT

# BUSINESS SUPPORT

## Built for Property & Construction

*Helping businesses streamline operations, strengthen their brand and grow with the right support.*



Business Services  
2026

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# INTRODUCTION

Running a business within the construction and property industry comes with constant demands. From managing projects and clients to handling administration, systems and marketing, the responsibilities behind the scenes can quickly become overwhelming.

At Tradelance, we provide reliable business support designed specifically for trades, contractors and property professionals. Our goal is to help businesses streamline their operations, strengthen their brand and implement the systems needed to support long-term growth.

By working alongside our clients as a trusted support partner, we help ensure businesses remain organised, professional and positioned to grow.

## ➤ OUR VISION

Tradelance provides specialist support designed for property & construction businesses.



**BUILT AROUND  
YOUR GOALS.  
BACKED BY  
PROVEN  
RESULTS.**

**BUSINESS  
SERVICES 2026**

## ➤ OUR MISSION

Our goal is to help trades and property professionals streamline operations, strengthen their brand and build systems that allow their business to grow.





# OUR SERVICES

## PROFESSIONAL SUPPORT, TAILORED TO YOUR BUSINESS

Tradelance provides a range of services designed to support businesses both operationally and strategically.



### ➤ ADMINISTRATIVE SUPPORT

Running a trade or property business involves a lot of behind-the-scenes administration. We provide reliable admin support tailored to trades, contractors and developers, helping manage emails, documentation, client communication and day-to-day tasks so you can focus on projects, clients and growing your business.

### ➤ SOCIAL MEDIA MANAGEMENT

Showcase your projects and build credibility online. We help trades and property professionals maintain a strong social media presence by sharing your work, highlighting completed projects and promoting your services to attract new clients and opportunities.

### ➤ WEBSITE DESIGN & BRANDING

Your brand should reflect the quality and professionalism of your work. We support trades and property professionals with branding that creates a strong identity, helping your business stand out across your website, social media and marketing materials. A professional website helps potential clients understand your services and trust your business.

### ➤ PA SERVICES

We provide dedicated PA support for directors, streamlining daily operations and freeing up your time. From diary and email management to meetings, travel, and admin, we keep everything running smoothly so you can focus on the bigger picture.



### ➤ OPERATIONS SUPPORT

Efficient operations are key to running a successful trade or property business. We help review and improve internal processes, systems and workflows so your business runs more smoothly, allowing you to manage growth with confidence.

### ➤ CRM SYSTEMS & JOB ORGANISATION

Keeping track of clients, enquiries and projects is essential for growing a successful business. We help trades and property developers create, implement and manage CRM systems that streamline communication, organise client information and create efficient systems that support business growth.

### ➤ PROJECT COORDINATION

Construction and property projects require strong organisation and coordination. We provide project management support to help keep tasks, timelines and communication organised, ensuring projects run efficiently from planning through to completion.

### ➤ BOOKKEEPING & ACCOUNTS SUPPORT

Keeping finances organised is essential for any growing trade or property business. We provide bookkeeping and accounts support to help track income, expenses and financial records, ensuring everything stays organised and up to date.

### ➤ UTILITY MANAGEMENT

Utility management made simple—we handle everything from application to connection, keeping your project on track and delay-free.



# OUR PACKAGES



*We offer flexible support packages designed to suit businesses at different stages of growth.*

## Basic

*IDEAL FOR: BUSINESSES REQUIRING FOUNDATIONAL SUPPORT BEHIND THE SCENES.*

- Administrative support • Email & Job Organisation
- Basic social media management
- CRM organisation • Monthly check in

## Growth

*IDEAL FOR: GROWING BUSINESSES READY TO IMPLEMENT STRONGER SYSTEMS AND MARKETING.*

- Administrative support • Social media management
- CRM setup and management • Ongoing support
- Business organisation systems • Monthly strategy call

## Premium

*IDEAL FOR: ESTABLISHED BUSINESSES SEEKING COMPREHENSIVE SUPPORT ACROSS OPERATIONS AND MARKETING.*

- Branding support • Web design/ optimisation
- Full administrative support • Operations systems setup
- Social media management and content creation
- CRM implementation and management • Project coordination

### ADDITIONAL ADD-ONS

Website Design | Brand Identity Development | Content Creation  
Lead Generation Support | Operational Systems Setup | H&S | Bookkeeping & More

*\*If none of our packages quite fit your needs, we are happy to offer bespoke packages, monthly retainers or custom plans tailored specifically to you and your business. Get in touch with us to discuss your requirements and we will create a solution that works best for you and your business.*



# MEET OUR TEAM

At TRADELANCE, we understand that running a construction or property business is about more than just the job at hand - it's about managing a reputation. We provide dedicated, professional support tailored to help you streamline your operations, manage your digital presence, and stay organised behind the scenes. From administrative assistance to strategic systems, we are here to ensure your business reflects the same quality and dedication you bring to your craft.



*Holly Cooper*



*Chloe Adamson*

## **BUILT WITH INDUSTRY UNDERSTANDING**

Tradelance was created in 2024 to support businesses operating within the construction and property sectors.

With experience and qualifications across construction, business, property & banking,, we understand the challenges that come with managing projects while trying to grow a business.

Our team focuses on delivering practical support that improves organisation, efficiency and brand presence, allowing our clients to focus on what they do best – delivering quality work and building successful businesses.



# WHY CHOOSE US

Choosing the right support partner for your business is important. At Tradelance, we understand the unique demands of the construction and property industries and provide practical support designed to make running and growing your business easier. Our goal is to become a trusted extension of your team, helping you stay organised, operate efficiently and present your business professionally.

## ➤ INDUSTRY UNDERSTANDING

We specialise in supporting businesses within the construction and property sectors.

## ➤ PROFESSIONAL BRANDING

We help businesses present themselves professionally online and offline.

## ➤ A GROWING TEAM WITH A BIGGER VISION

Tradelance is building a network of specialists dedicated to supporting businesses across the industry.

## ➤ RELIABLE SUPPORT

Our team helps keep your business organised and running efficiently.

## ➤ SYSTEMS THAT SUPPORT GROWTH

From CRM to operations, we help implement systems that allow businesses to scale.

## ➤ BUSINESS EXPERIENCE & INDUSTRY INSIGHT

Our background across construction and property businesses allows us to provide practical support backed by real industry knowledge and experience.



# SUPPORTING YOUR NEXT STAGE OF GROWTH

*Every successful business reaches a stage where the right support becomes essential.*

At Tradelance, our goal is to help businesses streamline their operations, strengthen their brand and implement the systems that allow them to grow with confidence.

We would be proud to support your business and look forward to the opportunity to work together.

If you would like to discuss how Tradelance can support your business, please get in touch with our team.

## ENQUIRE TODAY

*Let's build something great together.*



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Website  
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