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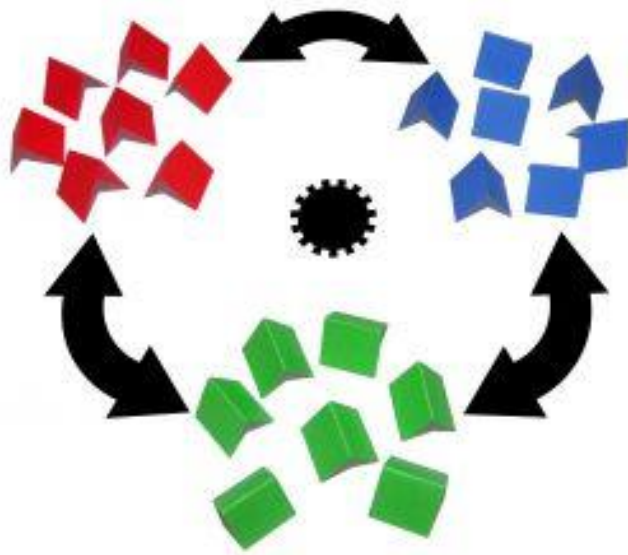
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# Foreword

Simply put outsourcing is the movement of workload to another source which can provide assistance in that particular area for an agreed upon price either as a onetime service or as an ongoing complementing service provider. In doing so the principal company can effectively save on time, commitment of staff that could otherwise be used for other tasks and getting speedier work results. Get all the info you need here.



## ***Outsourcing For Your Business***

Everything You Need To Know About Successful Outsourcing

# Chapter 1:

## *Outsourcing Basics*

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### Synopsis

Also known as the customer or buyer the company that is looking to outsource some of the work load will ideally approach other companies or individuals who are able to provide the particular service for a fee.



## **The Basics**

This fee is usually a much lower commitment for the company when compared to having to physically set up the mechanisms that would be needed to get the particular job done within the existing company's makeup.

Therefore through the action of outsourcing the cost saving is evident. Besides this there is also the advantage of not having to allocate staff to the particular task which may lead to the general disturbance in the current flow of the work environment.

The outsourcing exercise is generally acquired from sources outside the physical realm of the company and at a physically different location.

Sometimes it is even sourced from a different country where it is more cost effective than to have the same work done within the company's current makeup of expertise.

The beginnings of the outsourcing style of getting work done using outside contributing help, was first evident in the country of Japan.

This style was made popular through the demand of various different components within the business make up, having to contribute to one singular goal without actually having all the expertise under one entity, thus the birth of the outsourcing style.

Later other countries started copying this style simply because of the cost effective and time saving elements.



# Chapter 2:

## *Determine What People Are Best For Your Work*

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### Synopsis

Most companies' face the challenge of keeping escalating costs down, while still maintaining the highest of standards in order to stay competitive. In doing so these companies would have to look into areas that can benefit and one option to consider and is currently being widely used is the outsourcing tool.





## **Make Some Choices**

Without the possibility of using the assistance of an outsourcing company the principal company would have to consider elements such as hiring, training, administration, benefits, absenteeism, workspace and equipment.

In some cases such expansions would seem more burdensome than welcomed therefore the next best option would be to consider outsourcing.

The following are some points to consider when determining what's best:

Expertise – identifying the relevant providers in a particular field and then ensuring the best possible price is agreed upon for the services rendered would be the first step to take. The outsourcing company chosen should ideally be an authority in its particular field.

Management – not having to micro manage a particular segment of the overall project simply because it has been taken care of through the outsourcing platform can be quite a relief both mentally and physically for all involved in the project as a whole.

Personnel flexibility – being able to hire an outsourcing company that works on a project to project basis would be better than having to hire someone only to have to let them go when the project is over.

This cost incurred for hiring personnel on short term contracts can be significantly higher, as for the worker there is no job security thus the demand for higher wages is common and expected.

There are also services provided by companies that can link the various wants to the needs of other companies. Hiring such companies to find a suitable partner in the outsourcing exercise would definitely benefit as the service provided would be tailor made to the requirements of both parties.



# Chapter 3:

## *Decide What Should Be Outsourced*

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### Synopsis

Making the decision to outsource is usually not one to be taken lightly. One should be aware that anything done on behalf of the business entity will reflect directly on it in terms of quality of the end product being made.



## **What Will Be Sent Out**

Although in almost all cases, especially if it has been well thought out the money saved can be very significant indeed when the services of an outsourcing company is used.

This is mainly because the chosen outsourcing company is ideally supposed to be able to provide the expertise and technologies that would not be available within the principal company itself.

However both parties should be committed and the monitoring process will take time and energy but once the standards and expectations are well established and understood, the outcome can be very workable indeed.

The more popular areas that are normally sought for outsourcing purposes are as follows:

- ➔ IT functions – when businesses expand there may be the need to stay current especially within the IT world. If the business entity did not initially require any IT intensive contributions then the initial setup of the business entity would not have configured this element into the general makeup of the company thus the need to outsource.
- ➔ Business processes and HR – here again as the business expands or even if there is no real need to have the actual full

time employment of such expertise in place, the out sourcing services can be sought. Such activities can be outsourced when and if needed and it also provides for expertise and specialized skills

- ➔ Finance – outsourcing auditing functions is common and this can be further extended to outsourcing the entire accounting functions of a company. Elements such as bookkeeping, tax management and invoicing could easily be done through the outsourcing platform.



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