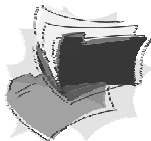


## ■ Essential Planning



We carry out comprehensive business, IT and strategy analyses for small and medium-sized business, trading firms and service providers, devising IT concepts and putting them into practice using new or refurbished hard-

and software. We collaborate with our partner companies and specialize in so-called "rollouts" i.e. the replacement of hard- and software.

Most office processes follow the same pattern. An assessment of the business setup and of the way the office is run will normally show that it is possible to make considerable savings in costs and time with only minor adjustments.



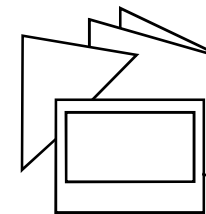
Once a short-term, medium-term or long-term solution has been identified the suggested alternative is put into practice and the change is monitored.



Our consultation service will result not only in an improvement in the cost structure but will also eradicate factor of disturbance and bring maximum efficiency to your

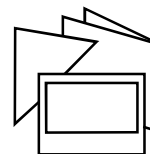
business.

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## Business advisory service

### ■ Cost analysis & optimisation



The decisive factor in the continued existence and indeed the very survival of a business is cost. The costs need to be adapted according to the aims and the state of the order book, without losing sight of implications for future business.

Our service is to analyse and evaluate the cost structure on the basis of comprehensive calculation of types of costs, cost locations and cost units. In this way it is generally possible to identify potential savings.



On the other hand the income aspects need to be assessed. It is possible that



there are claims or new services and products can contribute to increase in revenue and the covering of costs. It will be necessary to introduce a permanent

system for monitoring and controlling costs.

It is equally important to have high quality products and a good range of items. Image and the use of modern communications are further keys to success.



## Software and IT-Technik

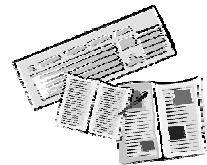
### ■ Procurement



Procurement and assembly of the equipment, wiring and housing for the hardware as well as the installation of software is carried out by us, partly using our partner firms or the service department of the relevant software company. IT service contracts come into force once installation has been completed.



### ■ Programming



We are developing program systems and tools for the commercial sphere.

Should the software not meet customer requirements or if it is not possible to add modules supplied by the software provider it will be necessary to develop dedicated software.

We have in stock IT systems for goods and customer administration. These have been designed and fully programmed by us. We use Paradox data files or SQL data bases. Delphi is the program language we use most frequently.



## Teaching and individual training

### ■ Programs for Windows

Microsoft products are used in most offices and staff may be familiar with them from private use. However these skills will not be sufficient for office work.



Training in the use of MS-Windows (e.g.



WinXP or Win2000) will enable staff to operate the office system. If staff are trained to use Open/Star Office or MS-Office they will

be able to carry out routine office work much more effectively. The correct use of Word (for print pattern format, standard letters, etc), Excel (for formulas etc) PowerPoint or Access will result in considerable time saving.

Group training is frequently given at the workplace.

Some staff may not have the time to take part in complete training package lasting several days, or they may wish to follow the syllabus individually, independent of colleagues, their line managers or business partners.



Individual one-to-one training can be given on our own premises.