



## **DBS Holdings Virtual Business Administration Services**

### **Customer Support Service Offerings**

The following list are the current Customer Support Services on offer. Please do not hesitate to enquire about other Customer Service requirements that you may have.

- . Processing and following up on orders/shipments
  - . Handling customer inquiries
  - . Preparing meeting minutes
  - . Following up on outstanding payments
  - . Assistance with updating social media platforms
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