



The Administration Agency

GUARANTEE

You are important to us, and we want you to be completely satisfied with the service, reliability, professionalism, and expertise when interacting with The Administration Agency.

Our goal is to provide you with consistent superior customer service – right from the word go.

This guarantee lets you know what you can and should expect from The Administration Agency, and what we do every day to hold ourselves accountable!

We guarantee the following:

- 1. You will be treated with utmost courtesy and respect.**
- 2. We will respond to your communications promptly.**
- 3. We will always strive to exceed your expectations in all that I do.**
- 4. We will clarify any work instructions with you immediately to ensure the tasks required are being done to your satisfaction.**
- 5. If you are not completely satisfied and you find the service provided does not achieve the agreed outcomes, please let us know so that we can work a solution together to achieve desired satisfaction.**
- 6. Your information will be treated with 100% confidentiality and respect.**