

# PRIVATE CLIENTS

## Support with Daily Administrative Tasks

### Applications and Forms

- We help you fill out applications and ensure that everything is correct and complete.

### Writing Important Declarations

- Do you need a declaration for official purposes? We draft important declarations for you, clearly and in compliance with legal requirements.

### Communication with Authorities

- Whether written or spoken, we handle communication with authorities and ensure that your concerns are processed efficiently.

### Apartment Search

- We actively assist you in finding a suitable apartment, including writing application letters and organizing viewings.

### Tax Declarations

- Our team helps you prepare tax returns, ensuring that you take advantage of all deductions and benefits.

### Bank Matters

- Whether written inquiries or meetings, we accompany and support you in bank correspondence and discussions.

### Support with Institutions

- We assist you with matters involving public institutions, such as debt counseling, insolvency advice, or even educational and school-related issues.

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# Briefe Helfer

## BUSINESS CLIENTS

### ADMINISTRATIVE SUPPORT AND CONSULTING

#### Subsidy Applications

- We handle subsidy applications and ensure that your company maximizes its funding opportunities.

#### Business Registrations and Authorities

- We assist you with registrations and changes at the business office, as well as with permits and licenses, ensuring that your business operations run smoothly.

#### Recruitment

- Are you looking for employees? We help with recruitment, from drafting the job posting to pre-selecting candidates.

#### Tax Consultation

- Our experts handle your communication with tax authorities, ensuring that all tax obligations are fulfilled correctly.

#### Accounting and Finance

- We provide comprehensive accounting services, including quotation and invoice preparation, as well as cost calculations for projects to ensure financial transparency.

#### Other Administrative Tasks

- From organization to communication – we take on additional administrative tasks to make your daily business operations easier.

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# ASYLUM SEEKERS AND REFUGEES

## SUPPORT IN ALL AREAS OF LIFE

### Asylum Applications and Legal Advice

- We offer assistance in preparing asylum applications and support you with all legal matters related to asylum law.

### Apartment Search

- Our experts accompany you in your search for housing, from the application process to signing the lease.

### Language Courses

- We arrange language courses for you, particularly German courses, to facilitate integration.

### Job Placement and Vocational Qualifications

- We support you in finding employment and help you recognize or build your professional qualifications.

### Social Benefits

- Our consultation covers social benefits, such as unemployment benefits and child allowances, ensuring that you understand and claim your entitlements.

### Psychosocial Support

- We offer psychosocial counseling and help with trauma recovery, supporting you in difficult times.

### Health Services

- **We arrange health services and accompany you to medical appointments.**

### Official Procedures

- Our staff is by your side, accompanying you during important administrative procedures.

### Educational Guidance

- We provide school and educational guidance for your children to ease their transition into the German education system.

### Additional Services for All Areas

- Personalized Consultation: We offer individual advice tailored to your needs, ensuring the best solution for your situation.

- **Digital Administration:**

By using modern technologies, we simplify the digital processing of applications and documents to speed up the process.

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