

OUR SERVICES

"Empower. Collaborate. Succeed: Unlocking the Power of Effective Teams"



OVERVIEW

Investlab Business Solutions is a trusted BPO company based in the vibrant land of Sri Lanka. With our comprehensive range of services, we are your gateway to business excellence. As your strategic partner, we are committed to empowering your organization by streamlining operations, enhancing efficiency, and driving growth.



CONTENTS OF THIS BROCHURE

01

LEGAL SERVICES

Comprehensive legal support, including contract drafting, legal research, document review and intellectual property management.

02

CONSTRUCTION RELATED SERVICES

Project management, quantity surveying, architectural drafting and construction documentation services.

03

FINANCE AND ACCOUNTING SERVICES

Bookkeeping, financial analysis, tax preparation, payroll processing and financial reporting services.

CONTENTS OF THIS BROCHURE

04

WEBSITE DESIGN, DEVELOPMENT & SEO

Website design, development, content creation, search engine optimization (SEO) and digital marketing services.

05

PROFESSIONAL WRITING AND CONTENT CREATION

Content writing, editing, proofreading and creative copywriting services across various industries.

06

OTHER SERVICES

Virtual staffing, employer on record (EOR) services and customized outsourcing solutions tailored to specific client needs.

01

LEGAL SERVICES

Learn more about our professional legal services.



WHAT ARE LEGAL SERVICES?

Legal services refer to the advice and assistance provided by a lawyer or attorney who practices law-related services. This term has evolved over time, dating back to ancient civilizations such as Greece and Rome, where legal practitioners were called upon to provide legal opinions and represent litigants in court.

Today, legal services encompass a wide range of practices, including civil and criminal litigation, legal counseling, and transactional advice. Lawyers may represent individuals, businesses, or government agencies, and they typically have a unique skill set that includes legal research, drafting, negotiation, and advocacy.

Legal process outsourcing involves collaborating with a third-party organization to handle specific legal processes or functions on behalf of a client organization. LPO focuses on information-driven legal knowledge to provide a broad range of complex legal services.

Our Strengths

At Investlab we understand the critical importance of accurate and reliable legal support in today's fast-paced business environment. That's why we have assembled a team of experienced legal professionals who possess expertise in various domains of law. Our dedicated team members are equipped with in-depth knowledge and a keen eye for detail, ensuring that every task is handled meticulously and with utmost precision.

Our Experience

With a proven track record of delivering outstanding results, we have earned the trust and satisfaction of our diverse clientele. Our strength lies in our ability to tailor our services to meet your specific requirements, whether you are a multinational corporation, a law firm, or a start-up seeking reliable legal assistance.

LEGAL SERVICES

Contract Drafting

Our team of skilled legal professionals excels in crafting comprehensive and well-structured contracts tailored to your specific requirements. We ensure that all relevant clauses and provisions are included, providing clarity, minimizing legal risks, and safeguarding your interests.

Document Review

Our meticulous document review service involves a thorough examination of legal documents, including contracts, agreements, and regulatory filings. We identify potential issues, inconsistencies, and areas of improvement, ensuring accuracy, compliance, and minimizing the risk of legal disputes.

Legal Research

Our experienced researchers delve deep into legal databases, case law, statutes, and regulations to provide you with comprehensive legal research. We deliver well-organized and insightful analysis, enabling you to make informed decisions, develop effective legal strategies, and stay ahead in a dynamic legal landscape.

Litigation Support

Our comprehensive litigation support services encompass a range of activities, including evidence gathering, document management, and liaising with external counsel. We assist legal teams in building strong cases, managing voluminous information, and navigating the complexities of litigation.

Corporate Due Diligence

Our corporate due diligence service involves meticulous examination and analysis of corporate records, contracts, financials, and regulatory compliance frameworks. We identify potential risks, ensure compliance with legal requirements, and provide you with valuable insights to support your business decisions and transactions.

Employment Law Services

Our employment law services encompass various aspects, including employment contract drafting, policy development, compliance audits, and dispute resolution. We help you navigate complex employment laws and regulations, minimize legal risks, and ensure fair and compliant workplace practices.



Intellectual Property Services

Our specialized intellectual property (IP) services cover a wide spectrum, including patent searches, trademark registrations, copyright protection, and portfolio management. We help you safeguard your valuable IP assets, enforce your rights, and ensure compliance with IP laws and regulations.

Legal Research & Writing

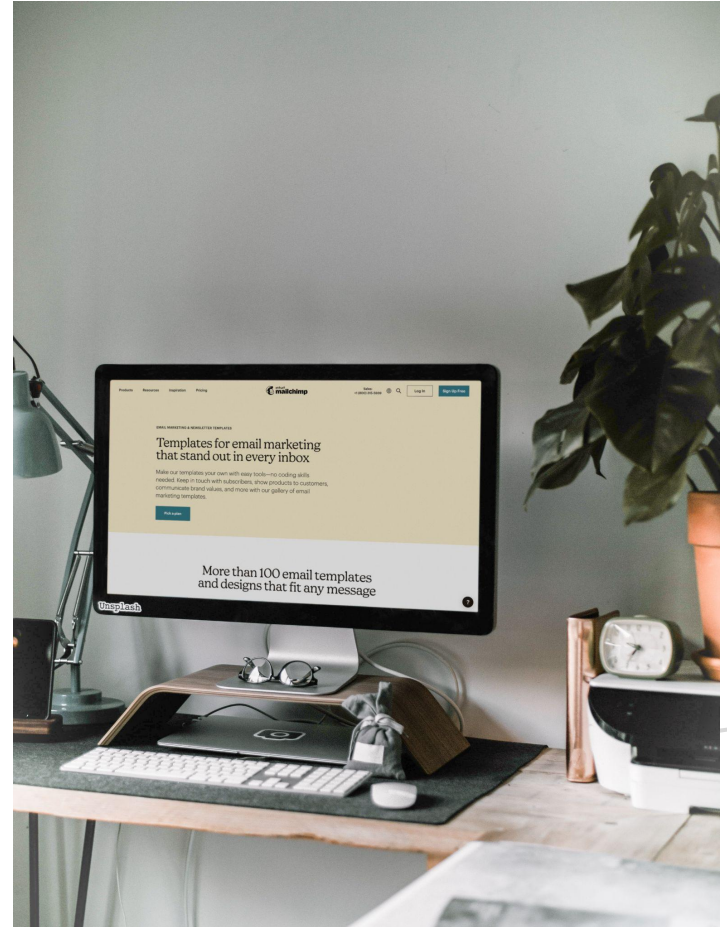
Our experienced researchers delve deep into legal databases, case law, statutes, and regulations to provide you with comprehensive legal research. Our team of adept legal writers specializes in producing high-quality legal documents, such as briefs, memoranda, and legal opinions. We ensure precision, clarity, and persuasive argumentation, helping you effectively communicate your position and support your legal arguments.

Corporate Secretarial Services

Our corporate secretarial services assist in maintaining compliance with corporate governance and regulatory requirements. We handle tasks such as company formations, maintenance of corporate records, preparation of board minutes, and filing of statutory reports, ensuring that your corporate governance obligations are met efficiently and accurately.

Our Specialities

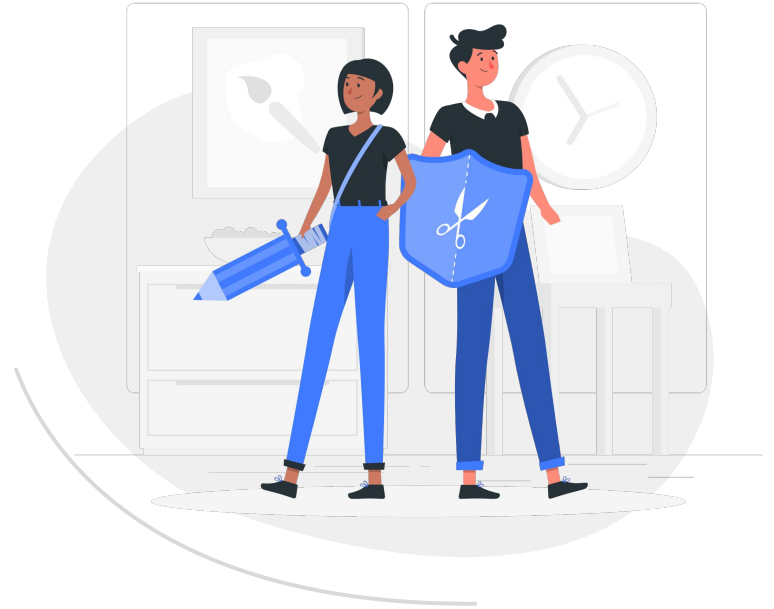
- **Comprehensive legal support tailored to your requirements**
- **Contract drafting, ensuring legal compliance and protecting your interests**
- **Legal research to support informed decision-making**
- **Document review to identify potential risks and opportunities**
- **Intellectual property management to safeguard your valuable assets**



02

CONSTRUCTION RELATED SERVICES

Learn more about our construction related services.



ABOUT CONSTRUCTION RELATED SERVICES

Construction and engineering projects are generally made up of many components that are subcontracted to smaller entities. Project management is at the core of the work, and determines the success, or otherwise, of the outcome. It's precisely this multifaceted aspect of day-to-day operations that makes offshoring so attractive.

Indeed, the construction industry has been offshoring engineering services for many years, in both the EPC sector (engineering, procurement and construction) and the AEC sector (architectural, engineering and construction).

For many firms, outsourcing construction roles is what puts them in a position to bid for larger jobs. Efficiencies can be created in certain areas, allowing for a more strategic focus of resources and the capacity for expansion.

Those areas include everything from back office functions, accounting and IT, through to 3D modeling and drafting services.

OUR CONSTRUCTION RELATED SERVICES

BOQS & Other Quantity Surveying Services

Our skilled team of quantity surveyors provides accurate and comprehensive Bill of Quantities (BOQs) and other quantity surveying services. We meticulously measure and quantify materials, labor, and costs, helping you with accurate cost estimation, budgeting, and tendering processes.

Architects

Our architectural services offer creative and functional designs for residential, commercial, and industrial projects. Our team of experienced architects combines aesthetic vision with practical expertise to deliver architectural plans that meet your requirements, optimize space utilization, and create visually appealing and functional spaces.

3D Modelling

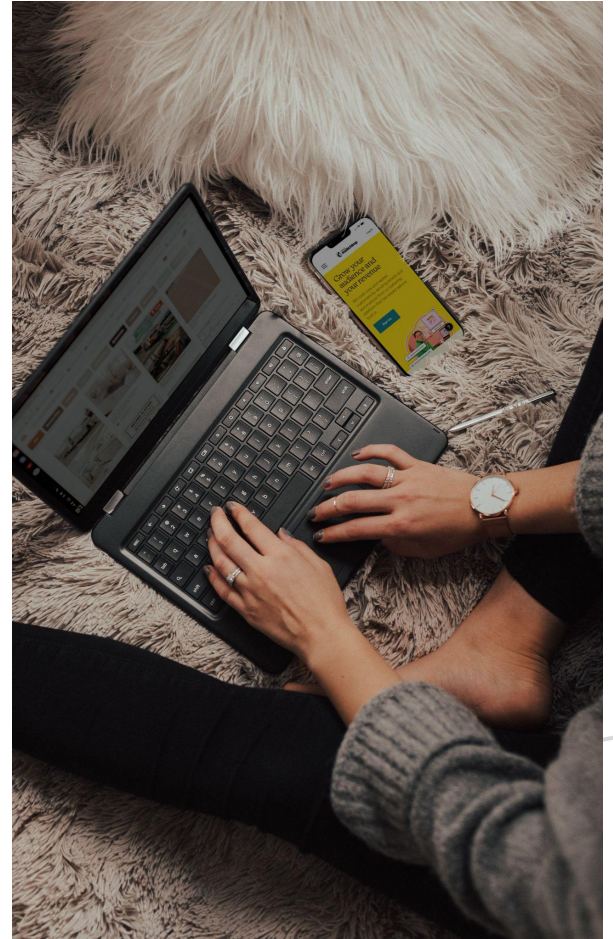
Our 3D modeling services bring your architectural designs to life. Using cutting-edge software, we create detailed and realistic 3D models of your projects, allowing you to visualize and explore the spaces from various angles. These models enable better decision-making, efficient project management, and effective communication with stakeholders.

Civil Engineering

Our civil engineering services encompass a wide range of expertise in designing and managing construction projects. Our team of experienced civil engineers offers comprehensive solutions, including site analysis, structural design, infrastructure planning, and construction management. We ensure that your projects adhere to safety regulations, industry standards, and best practices, while optimizing efficiency and cost-effectiveness. From concept to completion, we provide expert guidance and technical support to deliver successful civil engineering projects.

Why us?

- **Streamlining your construction projects for success**
- **Project management to ensure timely completion and cost-effectiveness**
- **Quantity surveying for accurate cost estimation and budget control**
- **Architectural drafting and construction documentation services for precise implementation**



Some of our key clients



SYNTAXIOM

03

FINANCE AND ACCOUNTING SERVICES

Learn more about our financial services.



ABOUT FINANCIAL SERVICES

At Investlab we offer a comprehensive range of financial and accounting services as part of our BPO solutions. Our team of highly skilled professionals is dedicated to helping businesses streamline their financial operations, maintain accurate records, and make informed decisions.

Financial services play a crucial role in the success and stability of any organization. They encompass various activities related to managing and analyzing financial information, ensuring compliance with regulations, and optimizing financial performance. At Investlab, we specialize in the several key financial and accounting services and you will find details about them. Get a quote from us today to find out more about our financial services.

OUR FINANCIAL SERVICES

Bookkeeping

Our bookkeeping services provide accurate and up-to-date financial records for your business. Our skilled professionals handle tasks such as recording transactions, maintaining ledgers, reconciling accounts, and generating financial reports. We ensure that your financial data is organized, compliant, and readily available for informed decision-making and regulatory requirements.

Managerial accounting

Our managerial accounting services focus on providing you with valuable financial insights for effective business decision-making. We analyze your financial data, prepare budgets, perform cost analysis, and provide performance reports. With our expertise, you can optimize resource allocation, identify cost-saving opportunities, and improve overall operational efficiency.

Financial controller services

Our financial controller services offer expert oversight and strategic financial management for your business. We provide guidance on financial planning, budgeting, forecasting, and financial risk management. Our experienced financial controllers ensure compliance with accounting standards, implement internal controls, and provide valuable insights to support your long-term financial objectives.

Payroll services

Our payroll services relieve you from the complexities of payroll administration. We handle tasks such as calculating wages, deductions, and taxes, processing payments, preparing payroll reports, and ensuring compliance with payroll regulations. With our efficient and accurate payroll services, you can streamline your payroll processes, ensure timely and accurate payments to employees, and stay compliant with tax obligations.

Our Expertise

- **Efficient financial management solutions for your business**
- **Bookkeeping services to maintain accurate financial records**
- **Financial analysis to provide valuable insights for informed decision-making**
- **Tax preparation to ensure compliance with local regulations**
- **Payroll processing for hassle-free salary management**
- **Financial reporting services to monitor your business performance**



04

WEBSITE DESIGN, DEVELOPMENT & SEO



Learn more about our website related services.

SOFTWARE SERVICES

Web Designing

Our skilled team of web designers creates visually stunning and user-friendly websites that reflect your brand identity and captivate your target audience. We focus on intuitive navigation, engaging layouts, and responsive design to ensure an exceptional user experience across devices.

Web Development

Our web development services cover the full spectrum of building dynamic and scalable websites. From front-end development using the latest technologies to back-end programming and database integration, we create robust and high-performance web solutions that meet your specific business needs.

SEO

Our SEO experts optimize your website to improve its visibility and organic ranking in search engine results. Through strategic keyword research, on-page optimization, content optimization, and link building, we help drive targeted traffic to your website and increase your online presence.

Mobile App Development

Our team specializes in developing customized, feature-rich mobile applications for iOS and Android platforms. We leverage cutting-edge technologies to create intuitive and high-performing mobile apps that enhance user engagement, increase brand loyalty, and drive business growth.

Enterprise Software Development

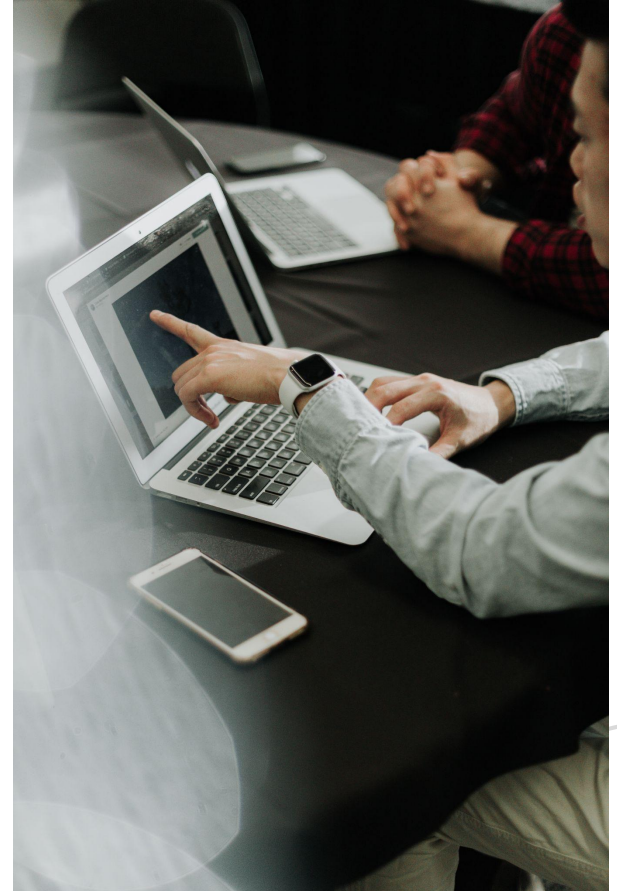
We provide end-to-end enterprise software development services tailored to your organization's unique requirements. Our experienced developers build scalable and secure software solutions that streamline your business processes, improve operational efficiency, and facilitate seamless collaboration across teams.

Digital Marketing

Our digital marketing services encompass a wide range of strategies to help you reach and engage your target audience effectively. From social media marketing, content marketing, email marketing, to pay-per-click advertising and conversion rate optimization, we develop integrated digital campaigns that drive brand awareness, generate leads, and maximize ROI.

Our Specialities

- **Empowering your online presence**
- **Professional website design and development to attract and engage customers**
- **Content creation to communicate your brand's message effectively**
- **Search engine optimization (SEO) to improve your website's visibility**
- **Digital marketing services to reach your target audience and boost conversions**



05

PROFESSIONAL WRITING AND CONTENT CREATION

Learn more about our content related services.



CONTENT RELATED SERVICES

Social Media Management

Our expert social media management team takes care of your social media presence, creating engaging content, managing posting schedules, and interacting with your audience. We develop comprehensive strategies to build brand awareness, increase engagement, and drive conversions on popular social media platforms.

Graphic Designing

Our talented graphic designers create visually appealing and impactful designs that align with your brand identity. From logos, banners, and infographics to marketing collaterals and website graphics, we deliver creative and professional designs that enhance your brand image and captivate your target audience.

SEO friendly writing

Our skilled writers specialize in creating SEO-friendly content that boosts your online visibility and organic search rankings. We combine keyword research, optimized meta tags, and compelling copywriting techniques to create content that not only appeals to search engines but also engages and informs your readers.

Photo Editing

Our photo editing services help enhance the quality and aesthetics of your images. Whether it's retouching, color correction, background removal, or image manipulation, our skilled photo editors ensure that your visuals are visually appealing, professional, and aligned with your brand standards.

Video Editing

Our video editing experts transform raw footage into captivating and polished videos. We handle all aspects of video editing, including cutting, trimming, adding transitions, incorporating graphics and effects, and optimizing audio. Our video editing services help you create engaging video content that communicates your message effectively.

Wireframing & Mockups

Our wireframing and mockup services provide a visual blueprint of your website or application. We create detailed wireframes and interactive mockups that outline the structure, layout, and user flow. This helps you visualize and refine your digital projects, ensuring optimal user experience and usability.

Our Specialities

- **Elevating your brand through compelling content**
- **Content writing to convey your brand's story and engage your audience**
- **Editing and proofreading to ensure accuracy and polish**
- **Creative copywriting services for impactful marketing materials**
- **Industry-specific content creation to meet your unique requirements**



06

OTHER SERVICES

Learn more about our other services.



OTHER SERVICES

Employer of Record

Our Employer of Record (EOR) service provides comprehensive employment solutions, taking on the legal and administrative responsibilities of being the official employer for your workforce. We handle payroll, benefits administration, tax compliance, and other HR-related tasks, allowing you to focus on your core business. With our EOR service, you can expand your global workforce, navigate complex employment regulations, and mitigate legal and compliance risks.

Virtual Staffing

Our virtual staffing service enables you to access a pool of talented professionals who work remotely for your organization. We source, screen, and onboard virtual staff members based on your specific requirements, whether it's virtual assistants, customer support representatives, content writers, or IT professionals. Our virtual staffing service offers flexibility, cost-efficiency, and scalability, allowing you to access top talent without geographical constraints.

How we build **Effective Teams**

01

The Company is responsible for advertising and recruiting highly qualified candidates based on the specific requirements provided by the Client, ensuring a suitable match for the position.

02

Once a suitable candidate is identified, the Company will employ them as an "employee" to provide services directly to the Client, establishing a professional relationship between the two parties.

03

The Company will handle the monthly remuneration and relevant tax payments for the employee, guaranteeing compliance with all Statutory Government requirements and keeping them up to date.

04

The Company will handle the monthly remuneration and relevant tax payments for the employee, guaranteeing compliance with all Statutory Government requirements and keeping them up to date.

05

The Company is committed to complying with all legal requirements pertaining to employees, including but not limited to payment of Employees' Provident Fund and Employees' Trust Fund, as well as adhering to all legal and Statutory requirements governing the operation of a Company in Sri Lanka.

06

The Client, as part of their role, will provide training and guidance to the employee, enabling them to develop the necessary skills and knowledge required to fulfill their responsibilities effectively.

07

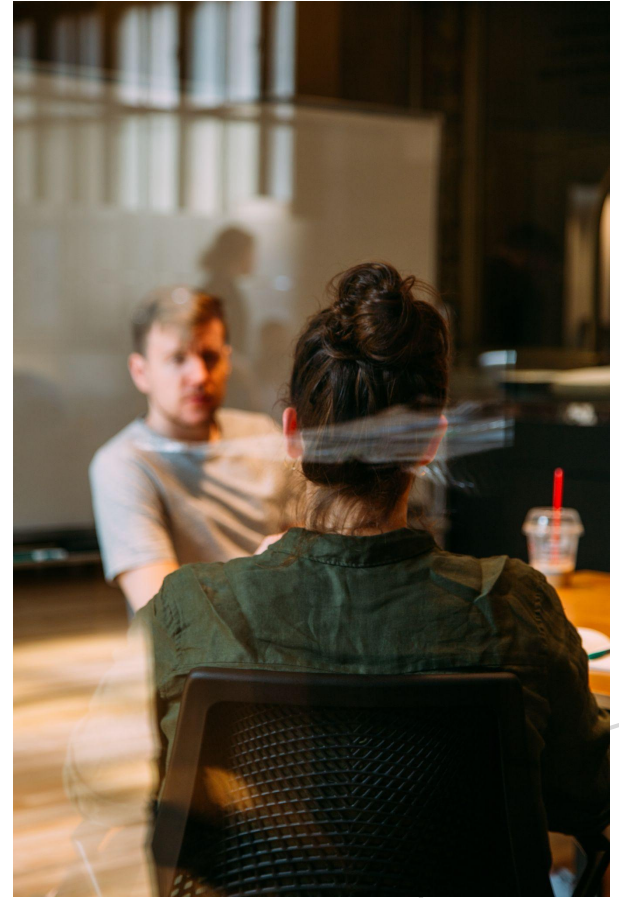
Regular feedback on the employee's performance will be provided by the Client to the Company, allowing necessary actions to be taken promptly in order to address any areas of improvement or recognition.

08

The Company is dedicated to meeting all obligations and deadlines, ensuring that all payments and legal requirements related to employees and the operation of the Company are fulfilled in a timely manner and without delay.

Our Specialities

- **Customized solutions to address your specific needs**
- **Virtual staffing to provide dedicated resources remotely**
- **Employer on record (EOR) services for hassle-free HR management**
- **Tailored outsourcing solutions to optimize efficiency and reduce costs**



Service Delivery Process

1

Initial consultation to understand your requirements

2

Proposal and agreement on scope, timelines, and pricing

3

Dedicated team assigned to your project

4

Regular communication and progress updates

5

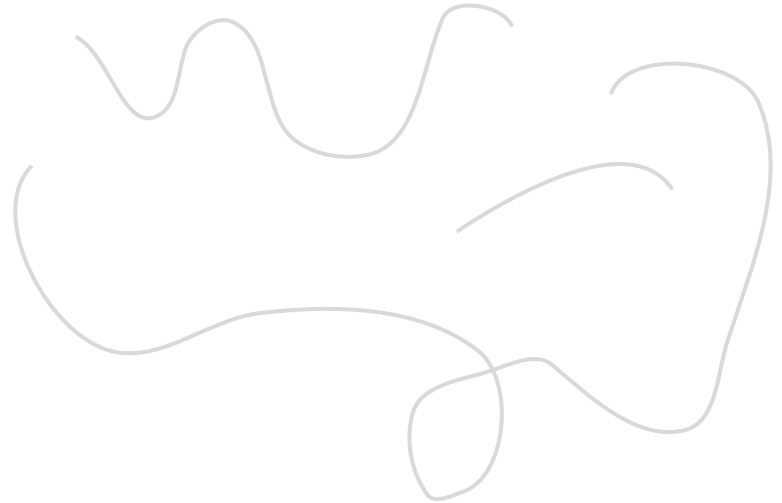
Quality control measures to ensure accuracy and consistency



**We build effective teams and
we build your dreams.**

GET A QUOTE TODAY

info@investlabbusinesssolutions.com





THANK YOU!

Do you have any questions?

info@investlabbusinesssolutions.com

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