



Switzerland offers the ultimate in scenery, security and serenity but dealing with the problems commonly faced by both Swiss and ex-pats can prove overwhelming, time-consuming and as hazardous as any alpine black run.

Time-challenged families looking for hassle-free administration may be interested in the services of Chronologica SA, a private administration management company based in Nyon.

With Chronologica’s services the dream of a life with no paperwork, no invoices to manage, no frustrating liaisons with tradesman and more time for you becomes a reality. Managing director Lizzie Gent comments, “We’re offering a unique service whereby our clients enjoy the benefits of a private office and full-time personal assistant without the cost or responsibility of employment.”

Over the last 2 years Chronologica’s bespoke IT system has developed significantly and their services have become even more accessible for occasional users as well as annual clients. And with their 4th anniversary this week Chronologica has an impressive portfolio of clients ranging from individuals with long working hours to families with multiple homes to manage, and are already a team of 5 full-time employees.

Chronologica’s bespoke IT system serves as a vital nerve centre to professionally manage the myriad of information, projects, accounts and services for each client.

The system offers a clear view of their client’s family, houses, cars, insurances, service providers and much more:

☆ James Jones

Client x Add a tag

Next Actions | Next Actions Log | Information | TOC | Assistants | Mail Flow | Finances | Contacts

James Jones

- + Partner
- + IDs
- + Child(ren)
- + Work
- + Banks & Accounts
- + Credit Card(s) & Charge Card(s)
- + Household(s)
- + Vehicles
- + Personal Insurance(s)
- + Medical Insurance(s)
- + Medical Service Provider(s)
- + Activities
- + Memberships
- + Pets
- + Rentals (not household)
- + Telecoms - Personal
- + Tax

Bursins* Founex* Verbier* +

New: + Telecoms Codes / Keys Contacts Private Insurance policy Other Service Company - quick Rental Contract - House/Apartment/Parking Space Other

Service contract

☆ Bursins + Household(s) Archive Edit

collapse all expand all

- General Add custom field Hide Edit
- House appointments Add custom field Hide Edit
- Winter closure Add custom field Hide Edit
- Summer opening Add custom field Hide Edit
- Insurance(s)
- Rollover Service Contracts
- Utility Providers
- Telecom Providers
- Other Service Providers/People
- Private Contacts
- Rental Contract
- Keys/Codes
- Other Service Providers

It incorporates a highly efficient "project" platform that manages the multiple on-going tasks per client, including monitoring important dates (a passport or credit card expiring, a house or insurance contract renewing) with reminders and alerts in advance:

☆ James Jones Client Add a tag

Next Actions | Next Actions Log | Information | TOC | Assistants | Mail Flow | Finances | Contacts

New Project Search Next Actions...

Actions 3 +

today

- Remind Kate about 3 permits expiring in 3 months and prepare the paperwork
PERMIT C RENEWALS - STEVE / ADELE/ AARON Helena Ziegler Silva Today
- Did James answer re convenient date to take boat theory test?
BOAT THEORY TEST Helena Ziegler Silva Today
- Did we add 2/3 of Alex Clark Jardins invoice - CHF 4,450?
INVOICES AUGUST Helena Ziegler Silva Today

tomorrow

- Received offer from Piscine Concept Services ?
HOUSE 'FOUNEX' SWIMMING POOL CONTRACT Helena Ziegler Silva Tomorrow
- Have Bovard & Nickl SA sent changes to house plan?
HOUSE 'FOUNEX' - PLAN Helena Ziegler Silva Tomorrow

future

- House to be closed in 1 month so contact client and ask if you should start arranging Founex
Helena Ziegler Silva 25 Aug
- Any news deom Gem Immobilier about renting/selling the Bursins house?
HOUSE 'BURSINS' - RENTAL Helena Ziegler Silva 25 Aug

ACTIVITIES - SAILING CAMP

BANK TRANSFER - HEALTH INSURANCE REIMBURSEMENT

BOAT THEORY TEST 1

HOUSE 'BURSINS' - RENTAL

HOUSE 'FOUNEX' - PLAN

HOUSE 'FOUNEX' SWIMMING POOL CONTRACT

INSURANCES REVIEW

INVOICES AUGUST 1

The system houses an internal invoice paying system to manage client's invoices:

PAYMENTS PENDING							
<p>NAME: James Jones PA: XXXXXXXX DATE OF REPORT & TIME: 23.07.2014 PAYMENT PERIOD: July BANK ACCOUNT / IBAN / Currency: Crédit Suisse / CHXXXXXXXXXXXXX / CHF AMOUNT IN THIS ACCOUNT: CHF 2,767.45 MINIMUM TRANSFER AMOUNT: -CHF 1,609.40</p>							
SUPPLIER	AMOUNT CHF	DESCRIPTION REFERENCE	MANAGEMENT AREAS	DUE DATE	BANK ENTRY DATE	EXECUTION DATE	COMMENTS
BSH Hausgerate AG	29.15	Audi A5 - Spare parts	Car	30 July 2014	28 July 2014	30 July 2014	
Caisse des Medecins	652.05	James - Dr Nicolet - 01.07.14	Medical	30 July 2014	28 July 2014	30 July 2014	
Dr Karen Hofmann	337.95	Henry - Dr Hofmann - 01.07.14	Medical	30 July 2014	28 July 2014	30 July 2014	
Heating Solutions	250.00	Annual Heating Contract 2014	House - Founex	30 July 2014	28 July 2014	30 July 2014	
Tennis Introductory Lesson	60.00	Johana - 08.07.14	Activities	30 July 2014	28 July 2014	30 July 2014	
Tennis Course	180.00	Johana - July	Activities	30 July 2014	28 July 2014	30 July 2014	
GPA Guardian Protection Romandie S	117.70	Security August 2014	House - Founex	30 July 2014	28 July 2014	30 July 2014	
Electrician SA	250.00	Re-wiring of office plug	House - Bursins	30 July 2014	28 July 2014	30 July 2014	
Piscine	2,500.00	Annual Pool Contract 2014	Medical	30 July 2014	28 July 2014	30 July 2014	
TOTAL	4,376.85						

As well as monthly and annual expenditure reports that help people understand their cash flow and plan for the future:

Category	Grand Total	Insurances	Tax
Founex House	110,405.27	4,930.25	2,788.50
Bursins House	13,502.95	1,582.00	1,432.50
Cars	9,512.70	4,848.25	881.20
Schools	57,346.00	0.00	0.00
Medical	3,345.12	264.00	0.00
Personal Insurances	13,391.80	13,391.80	0.00
Activities	19,853.50	0.00	0.00
Professional Services	18,785.00	0.00	0.00
James Mobile	3,211.25	0.00	0.00
Kate Mobile	3,531.30	0.00	0.00
Wine Delivery	2,400.65	0.00	0.00
Children's Activities	2,723.75	0.00	0.00
Credit Cards	47,668.75	0.00	0.00
Total	305,678.04	25,016.30	5,102.20

Beyond their IT system, Chronologica understands the need to add value at every step and has therefore created tailored services to help look after people during times of need, where outsourcing projects to reduce stress and avoid costly mistakes becomes invaluable. Here are some of their more popular services:

Moving Home, Arriving or Leaving Switzerland – Chronologica liaises with service providers to handle the address changes, the creation, transferral or cancellation of household contracts, applications for passport, permit and car registration documents, and ensuring Swiss formalities are respected.

Expectant Mothers – a pivotal time in life when organising a permit, health insurance and the registration of the birth for your new arrival are unwelcome distractions.

Marriage – Chronologica manages the name changes for your passport, permit, driving licence, banks and service providers, so the honeymoon feeling does not come to an abrupt end.

Insurance Review – Chronologica compiles the documentation and liaises with an independent broker to ensure you have the right coverage.

Enrolment with Chômage – Chronologica handles the process from A to Z - the sooner applicants are successfully enrolled the better.

To encourage more clients to enjoy having one point of contact to manage their administration and day-to-day needs throughout the year, Chronologica is offering free consultations for interested parties. This includes a detailed look at how they can alleviate client's workloads, how they can add value and save time on a daily basis, and live demonstrations of their IT system.