



# OUR SERVICES!

## **WORDPROCESSING, SPREADSHEETS**

### **AND PRESENTATIONS**

Letters, reports, training manuals, contracts, proposals, business plans, mileage or expense logs, progress reports, marketing plans, financial reports or presentations: whatever you need, whenever you need it.

### **DESKTOP PUBLISHING**

We cover the basics from brochures to flyers, newsletters and forms: simple and cost-effective.

### **TRANSCRIPTION**

Minutes from meetings, voice mail messages, phone conversations, sales presentations, notes from focus groups: whatever your requirements are, they will be delivered accurately and timely.

### **BOOKKEEPING**

Have your VA take care of all your bookkeeping needs: payroll, track expenses, pay bills, track your accounts receivable. Have all this information sent to you in a month-end report for your records.

### **ORGANIZATIONAL CONSULTING**

Assisting you to work in a more organized and efficient manner. Need we say more?

### **CONFERENCES, SEMINARS AND MEETINGS**

Whether it's a meeting for 2 or a convention for 2000, we can handle all the details from concept to on-site coordination.

### **PROJECT ASSISTANCE**

You provide the target, we'll help you get there. Let us locate and compile the information you need for any of your projects: efficient and effective.

### **TRAVEL ARRANGEMENTS'**

You've been called out of town to do a high profile sales presentation. The only problem is the sales presentation isn't complete and you haven't made your travel bookings yet... We can't help you with the packing, but we can book your flight and accommodations or even help you with the presentation!

## **MARKET RESEARCH**

Looking for the names of the top ten executives in your area? Not sure what networking opportunities are available in your area? Want to do a phone survey of potential clients? We are ready, willing and able to find the information you need, when you need it.

### **CONTACT MANAGEMENT**

Boost your image and allow us to schedule meetings and appointments on your behalf. We can have all the players in the right place at the right time. And, we'll make the follow up easier too!

### **DATABASE MANAGEMENT AND BULK MAILINGS**

We can develop and maintain your company's contact/ mailing information easily and effectively. Whenever you need a mailing done, just pick up the phone and give us a call. We'll get the information off your desk and into the mail.

### **E-MAIL AND VOICE MAIL SERVICE**

We access your email and/or voice mail several times a day to answer the less important messages, and pass on those that require your immediate attention.

### **SCREEN AND FORWARD YOUR MAIL**

Using our mailing address, or a local private mailbox if you prefer, we will screen your mail for you. You'll get a priority mail envelope with only the mail that you need to see.

### **FAX FORWARD**

If you're going to be out of town on business or taking a vacation, we can make sure that your faxes are handled according to your instructions. This service provides great peace of mind, knowing you won't come back to a pile of paper on your office floor, or worse - a missed opportunity.

### **SUPPORT**

This service is always available and free of charge. Working on a project day after day can make it difficult to spot glaring errors or omissions. Whether you want to bounce an idea off someone or get a second opinion, we'll always be there for you and your business.

