

Content Support

Perfect your content and allow your documents, spreadsheets, budgets, inventory, accounts, reports, data analysis, presentations, cover letters, memos, meeting prep, notes, resumes, contracts, labels, event programs, and newsletters to help you be more efficient and unify brand to clients. (Excel, PowerPoint, & Word)

- Create & Update
- Professional Formatting
- Formula Integration
- Data Entry & Editing
- Custom Header/Footers
- Simplify & Improve

Benefits

- Uniform business/company documents
- Document efficiency optimized
- Saves Time
- Electronically Savvy

Virtual Office Organization

- Form Emails
- Organize Contacts
- Clean Up Inbox
- Select Tutorials
- Distribution Lists
- Task Organization

* Local In-Office Organizing/Consulting & Notary Services available when requested *

Benefits

- Organize daily tasks and programs
- Less headache for what you use most
- Saves time
- Electronically savvy

Business Consulting

We offer consulting and training to business professionals looking to improve their marketing, operations and administrative functions. This package is for the entrepreneur who wants to learn how it's done. Includes the following:

- Phone/E-mail support
- Training & Tutorials
- Data Storage/Back Up
- Specialized Projects
- Organize Electronic Data
- Key Programs Implemented

* Event Planning Coordination, Travel Arrangements & Mailings available when requested *

Benefits

- Stay organized to keep business running smooth
- Simplify time consuming tasks
- Implementing easier systems
- DIY possibilities
- Save time in a pinch... or not/just because

Event Planning

Coordination with vendors to organize small business events. This can include location reservations, key note speaker coordination, promotions/invitations, refreshments and preparing presentation materials. (In some rare cases, we may even be onsite to assist with the details of set-up and clean-up, funny)

- We handle details so it will go off without a hitch

Travel Arrangements

Schedule flight, hotel, car, activities, drive routes, weather and traffic.

- Save time and hassle
- Best time/price comparison

Mailings

Business mailings, as well as, creation, and formatting of your mailings. This service can include invitations, thank you letters, holiday cards, promotional material, brochure/business card ordering and newsletters (print or email), etc.

SPECIAL OFFERS

Free 30 Minute Consultation - We are happy to set up a free consultation with any interested prospect for the purposes of determining needs, ability, and brainstorming.

Welcome Kit - Discounts, promo items/goodies, tips/hacks, free report

Client Referral Discount - A one-time 10% discount for any current client who refers a new client to us. For every subsequent new client referred a 2% accumulating discount will be applied. All discounts will be assessed after new client is invoiced.

% off first service – follow up email?