



HOW CAN WE HELP YOU . . .

ADMINISTRATIVE SUPPORT SERVICES

_____ Powerpoint Presentations/Spreadsheets/Appointment
Scheduling/Travel Itineraries/Mass Mailings/Bookkeeping

SPECIALIZED SERVICES

_____ **Desktop Publishing:** Newsletters/Brochures/Business
Cards/Invitations/Menus/Event Programs

_____ **Writing:** Blogging/eBooks/Publications/Manuals

_____ **Meeting Planning:** Meetings/Luncheons/Seminars/Workshops/
Book Signings

COMPANY: _____

CONTACT NAME: _____

PHONE/CELL: _____ EMAIL: _____