



# CAPABILITY STATEMENT

## ABOUT US

Assured Clerical Support LLC delivers reliable, detail-oriented administrative and clerical support services tailored to the needs of federal agencies and prime contractors. We provide high-quality data entry, document preparation, scheduling, correspondence management, and virtual administrative support. Our commitment to accuracy, confidentiality, and professionalism ensures smooth operations and reduced workload for our clients.

## CORE COMPETENCIES

- ▶ Administrative & clerical support
- ▶ Data entry & data management
- ▶ Document creation & formatting
- ▶ Virtual administrative assistance
- ▶ Email & calendar management
- ▶ Customer service support
- ▶ Records & file organization
- ▶ Scheduling & coordination
- ▶ Back-office support
- ▶ Office workflow assistance

## NAICS CODES

**Primary:** 561110 – Office Administrative Services

**Additional:** 561320, 561410, 561499, 541611, 541618, 518210

## DIFFERENTIATORS

- ▶ Service-Disabled Veteran-Owned Small Business
- ▶ Combat Veteran leadership
- ▶ Mission-focused discipline and reliability
- ▶ High accuracy and fast turnaround
- ▶ Scalable support for fluctuating workloads
- ▶ Strong confidentiality and data-security practices
- ▶ Ideal for micro-purchases and simplified acquisitions

## RELEVANT EXPERIENCE

With over 12 years of administrative and documentation experience in the auto-insurance industry, Assured Clerical Support LLC brings strong transferable skills in high-volume data entry, claims documentation, policy processing, customer communication, and regulatory compliance. Led by a Combat Veteran and Service-Disabled Veteran with an active Adjuster License, we deliver disciplined, detail-oriented, and dependable administrative support. References and work samples available upon request.

## COMPANY DATA

Small Business

SDVOSB

Combat Veteran

Accepts Gov. Purchase Cards

Allen, Texas

Bonding: Not Required