

BUSINESS OWNERS, EXECUTIVES, ATTORNEYS:

- ✓ Are you a business owner, executive or attorney spending your valuable, billable time providing your own administrative services?
- ✓ Is your office staff overwhelmed with work, but adding the cost of an employee, equipment and additional office space out of the question?
- ✓ Are you traveling on business and out of touch with your office staff?
- ✓ Would you appreciate professional, confidential and accurate secretarial services without the overhead of hiring a legal secretary, administrative assistant or a temp?

If you answered yes to any of these questions, you have an emergency! Let BNG save you from administrative headaches so that you have more time to meet your professional goals.

SERVICES AND SUPPORT PLANS:

General Word Processing: Preparation of general office correspondence, such as letters, reports, business plans, forms or memos necessary to run your daily business successfully.

Document Processing: Includes but not limited to presentations, newsletters, business cards, letterhead, spreadsheets, flyers and logos.

PowerPoint Presentations: Professionally designed presentation that will grab your audience immediately.

Internet Research: Search and define areas that are specifically requested. Information then provided to you electronically or hardcopy format.

Marketing Support: Build e-mail lists, E-Mail Campaigns, newsletters and more.

Bulk Mailing/Address Labels: Preparation of address labels from client database or the creation of a database for the purpose of preparing the address labels. Preparation of items to be inserted in to envelopes, stuffing and sealing for mailing. Postage applied, if required.

Human Resources Support: Resume screening, reference checks, benefit administration, job descriptions and employee manuals.

Real Estate Support: Please talk with me directly about the support you might need.

Grant Writing/Management/Compliance: Please talk with me directly about the support you might need.

IF YOU DO NOT SEE YOUR SPECIFIC NEED, PLEASE GIVE US A CALL TO DISCUSS. NO JOB IS TOO BIG OR TOO SMALL!!

BNG Administrative Services was created in an effort to provide a full range of professional and exceptional client services.

Its owner, Becky Edwards has over 30 years of working as an administrator and developer in the housing industry. She is now offering her multi-faceted experience to business owners, executives, and attorneys, etc. through administrative outsourcing.

Administrative outsourcing can provide many small business owners the ability to appear as if they have a fully staffed office, or simply that any aspect of your office is presented professionally and on time.

Many small businesses discover they do not have the time, skills or even the desire to try and handle all of the many responsibilities related to running an office. From marketing to typing everyday correspondence, BNG can offer you an office solution to fill your needs.

