

## Business Services to Meet Your Needs

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.

This page offers various types of outsourcing we can provide to small business businesses, independent professionals or private individuals.

### Administrative Support

- ♦ Administrative/Secretarial Support
- ♦ General Office Correspondence
- ♦ E-Mail Management
- ♦ Internet Research
- ♦ Mail Merge/Mailings
- ♦ Monitor Social Media
- ♦ Personal Assistance

### Document Processing

- ♦ Forms
- ♦ Process Documents
- ♦ Presentations
- ♦ Business Plans

### Desktop Publishing

- ♦ Brochures/Flyers
- ♦ Letterhead/Business Cards
- ♦ Conference Materials
- ♦ Power Point Presentations
- ♦ Client Presentations

### Marketing Support

- ♦ E-Mail Campaigns
- ♦ Newsletters

### Real Estate

- ♦ Project Identification/Research
- ♦ Assemblage of Due Diligence
- ♦ Collaboration/Project Third Parties

### Grant Writing

- ♦ Grant Management
- ♦ Compliance & Reporting Requirements
- ♦ Local, State and Federal Government Application Processing

### Government

- ♦ Work with local, state and federal government programs and compliance
- ♦ Collaboration with governmental agencies for loan development, due diligence, economic development...
- ♦ Full services in affordable residential development, please ask for more detailed information.