

TOP 15 PERFECTING ASSISTANCE SERVICES

1. E-mail, Voice Mail Service

Several times a day we can check your email and/or voice mail to handle and clear the basic information messages, and send you a transcribed text/email of all of the details. This ensures that you can use your time to complete other tasks that will make your business run smoother.

2. Document Preparation

Letters, reports, training manuals, contracts, proposals, business plans, memos, workshop handouts, client forms, marketing plans, meeting presentations, or e-books; whatever documents you need we can create them for your business.

3. Editing and Formatting (Standards Maintenance)

We can assist you with ensuring that your business maintains a professional image by reviewing your documents for the basic spelling, grammar, and punctuation standards; also examining them for format consistency and visual acceptance.

4. Contact Management

Allow us to create, input and maintain your business contacts database. We can create a central place that will store all of your business contacts and assist you with keeping those details up to date.

5. Calendar Management

As a business owner, it is important for you to remember meetings, presentations and other milestones that can impact your bottom line, let us help you manage the details. We'll remotely access your calendar and do all of your scheduling for you. We can manage your calendar, and send you a reminder so you'll never miss another call or meeting again! We can also add birthdays, anniversaries, milestones or other special dates that are of importance to you. Peace of mind is a wonderful thing!

6. Distribution List Management

Do you issue daily broadcasts, monthly newsletters, to your consumers? Whether you are using a distribution list on your email program or a list service, such as, Constant Contact or iContact, we are able to take this burden off of your hands. Let us manage your list for you.

7. Client/Vendor Management

Give your growing business a professional image by allowing us to be the point of contact for administrative inquiries. We can schedule meetings/appointments, answer inquiries, send information, and even provide resources to your clients under your direction. We can make follow-up easier also!

8. Marketing

Do you need business cards or brochures for your services? Do you publish a monthly newsletter, facilitate seminars that require certificates for your participants, or even distribute CDs as part of your marketing materials? We can handle the basics of creation or updates for all of your needs

9. Research

Interested in who your competition is and what they are doing? Need more information about a target area/industry for marketing purposes? Want to perform a phone survey of potential clients? We are able to find the information you need.

10. Simple Bookkeeping

Does your business send invoices to clients or provide quotes to potential clients? As a business owner, we understand that this task can be very time consuming. Allow us to cover this responsibility for you.

11. Web Site Design/Support

We can create, maintain and update your web site. We will also submit your site to search engine databases to ensure that your site is optimized for traffic.

12. Arrangement for Travel, Conferences, Meetings, Workshops, Retreats, or Calls

Do you travel frequently or perform seminars/workshops away from your home area? Whether it's a meeting for two or a convention to 2000, we can handle the details of concept, on-site and follow-up coordination. We can even coordinate your air travel, car rental and/or hotel reservations.

13. Bulk Mailings

You want to send a direct mailing or fax broadcast and need to verify your prospects, some of which have missing fax numbers. Let us verify the information and handle the distribution for you.

14. Creating Systems and Processes/Project Assistance

Do you have a system in place to handle inquiries of all types? Need a hand with planning and implementing a project? You provide the target; we'll help you get there. Let us locate and compile the information you need. We specialize in creating systems and processes to streamline your routine tasks.

15. Office Organization Services

Do you need to organize your computer files; scan your paper files into an electronic format; sort out the piles of paperwork that are cluttering your office; organize your workspace so that the items you need are easily accessible? Let us design an organization system to suit the needs of your business and your personality.

Let's Talk About Your Administrative Challenges!

We provide a variety of professional support services to meet your business needs. When you work with us, you experience all the benefits of working with experienced Executive Assistants, without the hassles of actually hiring an employee.

NO OVERHEAD | NO TAXES | NO INSURANCE | NO OFFICE FURNITURE or EQUIPMENT

In the Essence of Time, we offer new clients \$30 off their first invoice for service when they sign a service contract within 5 days of their Complimentary Consultation.

Contact us NOW at 773-653-7143 to schedule your

COMPLIMENTARY CONSULTATION!

As an added value, mention the code below for more savings when you schedule your Consultation!

Savings Code: PASTOP15