

Our assistant services help run your business more efficiently by providing the support your business needs.

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> Administrative

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- Faxing and Filing
- Office Supplies
- Notary Services
- Email Retrieval
- Travel Arrangements
- Event Planning



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> Bookkeeping

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Invoice Preparation

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Monthly Bank Reconciliations

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Accounts Payable and Receiveable

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Financial Reports

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> Bookkeeping

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> Word Processing

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> Mailing Services

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> Database Entry

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