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> Bookkeeping

> Administrative

- Appointment Scheduling
- Voicemail Services
- Email Retrieval
- Travel Arrangements
- Event Planning
- Faxing and Filing
- Office Supplies

> Word Processing

> Statistical Typing

> Database Entry

> Mailing Services

> Desktop Publishing



SERVICE GUARANTEE

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Providing Reception Support and Secretarial Services for your Business.

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- > Bookkeeping
- > **Administrative**
- > Word Processing
- > Statistical Typing
- > Database Entry
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- > Desktop Publishing

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