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Receptionist Services

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- · Call Screeing and Forwarding
- Appointment Scheduling
- · Message and Note Taking
- · Email and Fax Management
- Conference Calls

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SERVICE GUARANTEE Lorem (psum doler sit amet erst adplacing slit sed diam tronumy nibh sulamod tincidunt.



5432 Any Street West, Townsville, ST 54321 555-543-5432 tel 555-543-5433 fax

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Delivering Premium Secretarial Services and the Reception Support your Business Needs.





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

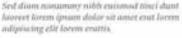


- Travel Arrangements
- Event Planning



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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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