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> Receptionist Services

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

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SERVICE GUARANTEE

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SECRETARIAL | RECEPTIONIST
SERVICES

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

www.yourwebsitehere.com



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SERVICES

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
- 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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