

A virtual secretarial service.

A Partner for Your Business

You can benefit from my years of experience, as well as from the professional and reliable manner in which I conduct business.

Professional Secretarial Services, LLC helps you find the right solutions for your business needs.

An overview of how you can benefit from my company.

- Billing Services - Daily invoicing for your jobs and mailed daily.
- Correspondence - Prepare as needed to one or many recipients.
- Database development and maintenance.
- Flyers / Newsletters / Postcards Mailed to your customers to promote your business.



My office becomes your office at my remote location.

**Professional
Secretarial
Services, LLC**

Virtual

"A realistic simulation of an environment."

My business is a virtual secretarial service that you never see.

Your customers don't know I exist.

All you see are results.

Professional Secretarial Services, LLC

1205 S. Air Depot, #128
Midwest City, OK 73110

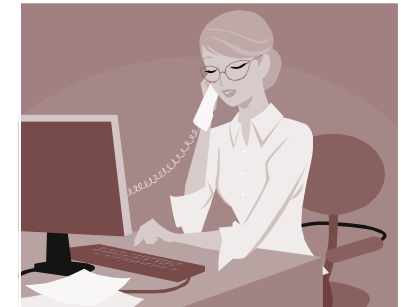
Phone: 405.630.5532

Fax: 405.733.3150

E-mail: Shirley@TheVirtualSecretary.org

www.TheVirtualSecretary.org

Professional Secretarial Services, LLC



A virtual secretarial service.

Tel: 405.630.5532

Professional Secretarial Services, LLC

Would a professional secretary be of value to you, to provide those occasional tasks that don't warrant a full time secretary? Or is your secretary going on vacation and you need a few things taken care of while she is away?

Professional Secretarial Services, LLC provides virtual secretarial services to suit your needs.



Organized at last!

About Me

An independent service customized to perform secretarial services professionally and at reasonable rates to fit individual needs.

Available Services

Agendas and Minutes

I can prepare an agenda for your meetings and distribute them to participants. You can record the meeting or take notes and I can type them for you.

Billing Services

Billing is done daily on your letterhead. A daily synopsis is provided with a weekly summary. When invoices are paid, you mark them off the synopsis and when necessary second notices can be sent.

Correspondence

Letters can be prepared on a small scale or large. Your letterhead is used and the return address is yours too. Electronic copies are emailed to you for your records.

Flyers / Postcards

These can be sent to your customers to remind them of special services, timed events and anything else to remind them that your services are available.

General Typing

At some point and time, everyone needs something typed. I can do that for you. No job is too small.

Invitations / Cards

What do you think about having the envelopes for invitations or Christmas cards prepared for you? I can do that too!

Newsletters

Have you thought about sending a newsletter about your company to your customers? Letting your customers know what's going on with your company is a good way to foster business.

Pamphlets / Handouts

Another way to let people know about your business is with pamphlets.

Presentations

Presentations can be very useful at meetings or just to tell people about your company. I have one available about my business.

Resumes

I also do resumes! Resumes are the way to put your best foot forward before you get there.

Questions?

Is there something you need done that hasn't been mentioned? Just ask! Possibilities are endless.



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