

## About us ...

A virtual assistant is an independent entrepreneur providing administrative, creating and/or technical services. Utilizing advanced modes of communication and data delivery, a professional VA assists his/her client in his or her area of expertise from their office on a contractual basis.

ADMINISTRATIVE SOLUTION is a full service virtual firm that provides administrative and secretarial support. Our business is dedicated to helping your business be successful and competitive in today's marketplace. We provide comprehensive, professional, confidential and timely secretarial support, when you need it.

With 10 years of experience, you can rely on ADMINISTRATIVE SOLUTION to deliver the professional assistance you need to succeed and prosper. Whatever your specific requirement we'll work with you to develop the solutions you need. We are partners in your business's success. We give each client the opportunity to have their very own professional virtual assistant.

Let us assist you with your administrative and secretarial needs.



3 Lark Lane

Chestnut Ridge, NY 10977

Phone: 877-307-3364

Fax: 877-307-3364

[www.Administrative-Solution.com](http://www.Administrative-Solution.com)

ADMINISTRATIVE  
**SOLUTION**

*Your full service virtual firm.*



ADMINISTRATIVE  
**SOLUTION**

*Your full service virtual firm.*

3 Lark Lane

Chestnut Ridge, NY 10977

Phone: 877-307-3364

Fax: 877-307-3364

[www.Administrative-Solution.com](http://www.Administrative-Solution.com)



ADMINISTRATIVE  
**SOLUTION**

*Your full service virtual firm.*

3 Lark Lane

Chestnut Ridge, NY 10977

Phone: 877-307-3364

Fax: 877-307-3364

[www.Administrative-Solution.com](http://www.Administrative-Solution.com)



“ Administrative Solution has always provided me with professional and reliable service, with a high emphasis on customer service. ”

# Your Administrative Solution

## We offer ...

- ❖ Flexible office hours.
- ❖ Professional service.
- ❖ Quality service.
- ❖ Competitive rates.
- ❖ Over 10 years experience.
- ❖ Pick-up and delivery service available.
- ❖ Access to the latest technology.
- ❖ Rush service.

“ Working with Administrative Solution was great, I feel like I have my own administrative assistant. They are very punctual and always come through in a bind. ”

## Our services ...

- |                                |                          |
|--------------------------------|--------------------------|
| Administrative Support         | Database Design          |
| Sales Support                  | Database Maintenance     |
| Real Estate Support            | Contact Management       |
| Insurance Broker/Agent Support | Conference Planning      |
| Multimedia Presentations       | Meeting Planning         |
| Reports                        | Itinerary Planning       |
| Transcription                  | E-Mail Maintenance       |
| Word Processing                | Customer Support         |
| Payroll                        | Bulk Mailing             |
| Invoicing                      | Mailing List Development |
| Proposals                      | Internet Research        |
| Bookkeeping                    | Data Entry               |

## Advantages ...

- ❖ No employee related taxes, insurance or benefits.
- ❖ No need for employee training.
- ❖ No need for office space.
- ❖ Flexible work hours.
- ❖ Skilled professional service.
- ❖ No geographical limitations.
- ❖ Access to new technology.
- ❖ You save time and money.
- ❖ You get a partner in the success of your business.
- ❖ A quick turnaround.
- ❖ Not every project requires a full time assistant.
- ❖ Not every business can afford a full time employee.
- ❖ Not every individual need a full time assistant.

For more information please call  
877-307-3364 or visit us at  
[www.Administrative-Solution.com](http://www.Administrative-Solution.com)