

Are You a Small Business Owner?

- Having a difficult time managing your contacts?
- Hate working on computers?
- Then, let us do your computer work for you!

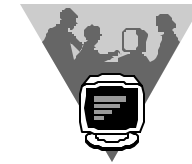


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Complete Training Management



Consulting Services for Small Business Owners



*Software Training & Consulting
Available on a Contract Basis*

Tel: 510-757-1128

Consulting Services for Small Business Owners

As a Small Business Owner, doesn't it seem that the paperwork is always piling up? Isn't it frustrating to spend your time working on a computer when what you really want to do is concentrate on the more important aspects of your business?

Let us help you with your computer work!

We can either:

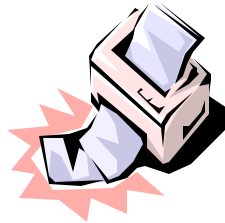
- Teach you how to efficiently and effectively use your computer.
- Or, we can do all the computer work for you.
- Or, we can set up your database & mailing items and then teach you how to use them.



We can help minimize your paperwork!

Examples of Services

- Contact information entered into a database

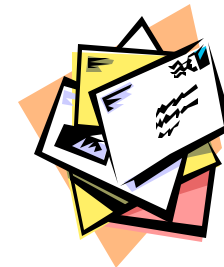


Let us do all your computer work

- Postcard mailings announcing services, products or invitations to events
- Monthly newsletters to be mailed or to distribute at events
- Trade show drawing flyers, entry forms and a mailing announcing the winners
- Mailing labels
- Birthday and anniversary cards to your business contacts
- Letters and envelopes mail merged with your contact database
- Printed contacts list to insert into your organizer

Cost of Services

- You will be billed an hourly rate for consulting services such as database setup and mailing items creation
- You pay by the piece for each mailing item printed & merged with your database contacts
- You pay postage for mailings
- You pay for specialty paper



Timely, effective communications with your business contacts

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