



An **INTEGRAL** Piece of Your Business

## Business Solutions to Meet Your Needs

### Business Documentation

- ▶ Training Manuals/Procedural Guides
- ▶ Business Correspondence
- ▶ Contracts
- ▶ Press Releases

### Data Management

- ▶ Management Reporting
- ▶ Spreadsheet Creation
- ▶ Charts, Pivot Tables, Functions
- ▶ Data Analysis
- ▶ Import/Export Data
- ▶ Database Creation

### Market Research

- ▶ Survey Creation
- ▶ Market Validation Studies
- ▶ Industry/Company Research

### Presentations

- ▶ Power Point Presentations
- ▶ Coordinating Handouts

### Marketing Support

- ▶ Marketing Materials
- ▶ Vendor Management

### Human Resources Support

- ▶ Prescreen Candidates
- ▶ Write Job Descriptions

## ADDRESSING THE NEEDS OF SMALL BUSINESSES AND INDEPENDENT PROFESSIONALS



Advanced Administrative Services offers a unique blend of business knowledge, project management experience & administrative support services to assist you with your critical tasks so you can focus on your core business.

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*With over 20 years of real world business experience in such key areas as Corporate Marketing, Human Resources, Training, Accounting, Information Technology and Business Process Improvement, we can take your administrative support to new levels.*

*The owner is M.B.A. trained and all team members have a minimum of a 4 year college degree and several years of business experience.*

### A COST EFFECTIVE SOLUTION

- ▶ No Payroll Taxes
- ▶ No Workers Comp
- ▶ No Paid Benefits
- ▶ No Cost to Administer the Above
- ▶ No Overhead
- ▶ No Downtime
- ▶ No Overtime
- ▶ No Software Costs



Advanced Administrative Services, LLC  
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Please call for a free consultation

