

# ADVANCED ADMINISTRATIVE SERVICES, LLC

## Flexible, Exceptional and Affordable Business Support

### MEETING THE NEEDS OF SMALL BUSINESSES AND BUSINESS START-UPS



Advanced Administrative Services collaborates with you on YOUR terms, focusing on your most critical needs so you can meet your long-term objectives.

We can manage a portion of your daily activities, or perhaps you need assistance completing a particular project because you do not have the staffing, experience or time to handle it in-house. Use our services as much or as little as you desire. The choice is yours!

#### SERVICE PLANS THAT MEET YOUR NEEDS

##### **Project Basis:**

Call on Advanced Administrative Services to help you complete a project. No need to add staffing for occasional needs that are outside your typical staffing requirements or your staff's comfort level. We will work with you, and deliver the results you expect.

##### **Retainer Basis:**

This option is perfect if you desire a minimum of 5 hours of support per week.

##### **Prepaid Blocks:**

Prepaying is great if you plan to utilize our services over an extended period of time. There is no obligation to use a minimum number of hours per week.

##### **Hourly Rates:**

Perhaps you just need a few hours of assistance. Hourly rates may be your best option.



Advanced Administrative Services, LLC  
An INTEGRAL Piece of Your Business

P.O. Box 781  
Carnegie, PA 15106-0781

(412) 344-4800 or (888) 448-4461

[www.AdvancedAdministrativeServices.com](http://www.AdvancedAdministrativeServices.com)

Call to schedule a consultation ►►►

# ADVANCED ADMINISTRATIVE SERVICES, LLC

## Streamlining Business Tasks for Efficiency

### MEETING THE NEEDS OF SMALL BUSINESSES AND BUSINESS START-UPS

Do you see potential business slipping through your fingers? Perhaps you have great leads but poor execution when it comes to follow up. Poor planning and tracking can result in poor customer service, and that can mean reduced business. Advanced Administrative Services can help you improve processes and procedures to capitalize on incoming information.



Working collaboratively with you, we can enhance your organizational efficiency:

- **Create forms and procedures to ensure systematic completion of daily tasks**
- **Implement tracking and reporting to ensure prompt and effective follow up**
- **Streamline processes to save time, money and frustration**

#### **Business Scenario: Business Growth**

**Challenge:** A startup company needed to focus on building new business. Limited staffing made it difficult to balance marketing, sales and project completion duties. Business opportunities were lost due to delayed follow up, and extensive non-billable time was committed to the creation of various communication pieces. Business growth stagnated while personnel became mired down with administrative tasks.

**Solution:** We developed a flow chart to illustrate a client life cycle, from initial inquiry through project completion. A systematic approach was implemented for each stage of involvement including CRM entry, prospect research, initial correspondence, determination of a schedule for continued follow up and more. Company personnel now have templates and procedures for each step of the process. Result? Immediate reduction of duplicated effort and time spent, as well as improved customer contact and business growth.



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## MEETING THE NEEDS OF SMALL BUSINESSES AND BUSINESS START-UPS

### Business Solutions to Meet Your Needs

#### Business Process Improvement

- ▶ Streamline Administrative Functions
- ▶ Implement Tracking Methods
- ▶ BPM Flow Charts

#### Business Documentation

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

#### Data Management

- ▶ Management Reporting
- ▶ Spreadsheet Creation
- ▶ Charts, Pivot Tables, Functions
- ▶ Data Analysis

#### Market Research

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

#### Presentations

- ▶ PowerPoint Presentations
- ▶ Coordinating Handouts

#### Marketing Support

- ▶ Marketing Materials
- ▶ Lead Follow up
- ▶ E-mail Campaigns

#### Human Resources Support

- ▶ Prescreen Candidates
- ▶ Write Job Descriptions



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

*With over 30 years of real world business experience in key areas such as Marketing, Business Process Management (MIS), Project Management, Human Resources, Training, and Accounting, we can take your administrative and business 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 practical business experience.*



Microsoft Office Word 2007 Certified  
Microsoft Office Excel 2007 Certified  
Microsoft Office Access 2007 Certified  
Microsoft Office Powerpoint 2007 Certified

### A UNIQUE AND COST EFFECTIVE SOLUTION

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



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