

Are you an Executive running a successful Small Business but struggling to keep up with that Day to Day Mundane Paperwork?

We've heard that you are a busy executive, building your business with little time to keep up with all the paperwork. Have you ever thought how good it would be if someone could pop in now and then just to help you do the books for example?

How do you feel about a FREE, half hour consultation with an expert in mundane paperwork? In that half hour we will discuss with you how, as experienced book keepers, secretaries and database designers we can help you – when it suits you.

I can personally guarantee that, as the Manager of Plus One Secretarial Services with over 20 years experience providing high level support to senior executives, my girls can take away the worry of your day to day administration.

SENIOR EXECUTIVES IN LARGE CORPORATIONS HAVE PERSONAL ASSISTANTS, WHY SHOULDN'T YOU?

We don't have to be a permanent fixture – you can call on us when it all gets too much and for a small cost we'll put your shop in order with minimum fuss for you. You won't even know we're there.

We offer:

Secretarial Services:

- Typing Services (including Digital Audio Transcription)
- Bulk Mail Outs
- Committee Support
- Office peak load support
- Data Entry
- Desk Top Publishing

Bookkeeping: (Plus One Secretarial Services are a member of the Australian Bookkeepers Network)

- Bank and Credit Card Reconciliation
- Monthly invoicing of your clients
- Accounts receivable and payable
- Monthly Reports
- BAS preparation only

Database Design:

Examples of MS Access Databases we have built are

- Call Management
- Stock Movement
- Client Billing Information

All starting from just \$22.00 per hour (GST incl)

Just call us today on 0413 033 865 or email us at mail@plusone.net.au to organise your FREE consultation or even if you just want to discuss your paperwork problems.

You can also visit our website at www.plusone.net.au for more information or to obtain our FREE eBook entitled '30 Simple ways to help you get organised'