



TAKE CONTROL OF YOUR BUSINESS

Finally! Professional Help for Your Business

SPECIAL OFFER made available through
GROWTH STRATEGIES (available until
June 15th '07)!

*FREE! 50 Hand Addressed Envelopes for your
letters or Thank You cards!*

*½ Price on Targeted Prospect List Creation!
500 prospect names now \$37.50 (from
\$75.00).*

Executive Assistant Services provides 29 different
services from a sales and marketing perspective - to
assist YOU, the busy entrepreneur!

If you operate anywhere within the United States of
America, we can help you! Call or e-mail us TODAY for
a free Needs Analysis just for your business situation!

*Executive
Assistant
Services*

SALES & MARKETING SERVICES

- Make Sales Calls
- Research Market and Product Information
- Create Prospect List
- Hand Address Envelopes
- Order, Pick Up and Deliver Flowers, Balloons, Gift Baskets, Pastries, etc.
- Create Sales Letters
- Copywriting for Mailers, Brochures, Flyers, etc.
- Design and Layout for Ads
- Sales Script Writing
- Copywriting for Web Site
- PowerPoint Presentation Creation

CLIENT MANAGEMENT SERVICES

- Database Creation
- Database Management
- Call Client Database
- Direct Mail to Database
- E-Mail Newsletters & Communications to Database
- Customer Relationship Management (CRM) Software Installation and Training
- Cross-Sell to Client Base (Via Phone)
- Send Thank You Notes or Cards

INTEROFFICE SERVICES

- Personalize Phone / Voicemail Greetings
- Send Birthday Cards
- Creating Forms, Surveys and Other Office Documents
- Office Organization
- Collection Calls
- Invoicing
- RSVP Management
- Gift Baskets for Employees
- Transfer Business Cards to Database

CALL TODAY FOR A FREE BUSINESS NEEDS ANALYSIS

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