

Increase Productivity!

Are you tired of handling all the hundreds of menial tasks required to run your business? Why not off-load some of that work to me, so you can free up your own time to handle the more important parts of your business that only you can do?

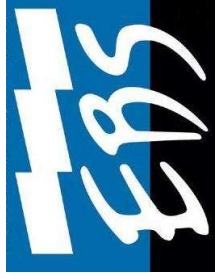
If you are an independent professional or a small business owner who doesn't need a full-time secretary or office assistant, then Erwin Business Services may be just right for you.



**ERWIN BUSINESS
SERVICES**

***"Freeing you
to work **ON** the business
Instead of
IN the business"***

828.423.3379
sserwin@bellsouth.net



Erwin Business Services

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Delegate!

Erwin Business Services, (EBS) understands the needs of small business.

Maintaining the accounting and database tasks is time consuming and often frustrating for the small business operation. Letting me handle these tasks will give you the gift of time to work with your customers or perform your area of expertise allowing you to create more business. No need to hire employees, and the costs associated with employees. My services are cost effective at a price that will allow you to concentrate on your business leaving more of your business earnings in your pocket.

I'll help you get an initial system up and running on a software program such as QuickBooks or ACT and then keep the business up to date REMOTELY.

Utilizing my services will allow you valuable time to catch up on those tasks that have fallen behind schedule. I do it for you!

Remote Services

Accounting

EBS can perform all types of Accounting/ Bookkeeping Services for your business:

- Sales Tax
- Payroll Tax
- Invoicing
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Reports

Business Administration

- Data Entry
- Database Management
- Document Production

If you're doing your own administrative work, you're not being maximally effective. Enjoy more freedom. Give yourself an instant career boost by adding a new member to your team !

What is a Virtual Assistant and how does Virtual Assistance work?

- With EBS you will be dealing with an experienced Professional and Entrepreneur in business to help your business!
- I provide a variety of accounting and database management services to Solopreneurs and Small Businesses, **regardless of geographic location**. You can be located anywhere and as long as you have a computer with high speed internet access I can provide professional help remotely.
- **I work for you from my own office and can assist you with many tasks normally handled by an on site employee.**
- Work with me on a per project, short-term, or long-term basis.
- **Only pay for actual time worked - no benefits, pension, vacation or coffee breaks!**