

Mastermind Consulting Network
of Lenawee County

**Virtual
Office
Service**



YOUR OFF-SITE ADMINISTRATIVE ASSISTANT

Successful companies focus on growing their business, not on day-to-day tasks! Our Virtual Office Service is the tool you need.

1. *Word Processing / Desktop Publishing / Office Support*
2. *Expertly crafted HIGH IMPACT business letters and documents.*
3. *Database Management Services*
4. *Internet - Research and Summary*
5. *Other Documents:*
 - a. *Mass Mailings*
 - b. *Contracts, Proposals and other Legal documents*
 - c. *Invitations, Letters, and Résumés*
 - d. *Newsletters, Bulletins, and Flyers*
 - e. *Manuscripts, Specifications, and Corporate Records*

You only pay for the services you use!



Driving Business to Peak Performance!

Visit us on the web at www.mastermindconsult.net • e-mail: royd@mastermindconsult.net

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