



Off-Site Business Services, Inc.

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Bookkeeping

- Invoicing
- Payroll Preparation
- Payroll Tax Deposits
- Quarterly and Yearly Tax Returns
- Accounts Payable
- Accounts Receivables
- A/R Collections
- Bank Reconciliation

Desktop Publishing

- Newsletters
- Flyers
- Postcards
- Brochures
- Invitations
- Letterhead
- Business Cards

General Office Support

- Word Processing
- Data Entry
- Database and Design Management
- Transcriptions
- Correspondence
- Mailing Service
- Travel Arrangements

(Make reservations, purchase air travel, hotel, and ground transportation, car rental online and scheduling activities for the trip)

Website Development

- Website Design and Management
- Content Development
- Domain Name Registration

Internet Research – Marketing Research, Product/Cost Comparisons, Search the Internet for data and Contact Information, etc.