

Have you been searching for the perfect Administrative Assistant, Home Office Manager, or just good help?

Are you a small business owner with a home-based office who lacks the space or the equipment for a temp?

Are you tired of rushing even missing deadlines?

Are you ready to take your business to the next level of professionalism but need help with the administrative details?

Or, do you just need an extra pair of hands?

If you answered **YES** to any of these questions, then **Creative Resources** is the answer!



Benefits To You:

- * **Creative Resources** works completely *virtual*, thereby eliminating your need to provide office space or equipment.
- * **Creative Resources** is *cost effective* - you don't pay employment taxes, health insurance or sick/vacation days and your total overhead is reduced.
- * **Creative Resources** has no hidden costs, just pay for the services you need, when you need them. *You don't pay for "downtime."*
- * **Creative Resources** saves you time, money and frustration by:
 - Taking care of *the details*.
 - Becoming your *virtual* partner.
 - Encouraging you to be *successful*.



"Creative Resources can become your *Virtual Partner* and together we can accomplish **Your** business goals."

Alana Daniels

Creative Resources is completely virtual and offers a wide range of services to serve you. Whether it is one administrative project or you require the skills of an Administrative Assistant, Creative Resources has the unique ability to become an extension of your current staff or function as a staff of your own. With Creative Resources, you have at your fingertips over 14 years of professional administrative experience at work for you.

Our services are tailored to meet the specific needs of each of our clients and projects. Every circumstance is unique and we pride ourselves on our ability to analyze each project providing professional results and exceptional customer service.

Creative Resources will provide quality, dependable service at cost-effective rates. Now you can outsource your administrative projects without incurring costly employee-related expenses. We are thoroughly customer service oriented and ready to assist you in accomplishing your company, business or individual goals.

Contact us today for a free quote!

AFFILIATIONS



International Association of Virtual Office Assistants



World Wide Web Chamber of Commerce



Digital-Women.com



- ◆ Free Pickup/Delivery (Local Jacksonville)
- ◆ Free Disk Storage (up to 1 Year)
- ◆ Notary Service
- ◆ Data Entry
- ◆ Scanning (Photos or Documents)
- ◆ Mail Merge/Bulk Mailing
- ◆ PowerPoint Presentations
- ◆ Church Administration Services
- ◆ Mass E-Mail Campaigns
- ◆ Fax Service
- ◆ Spreadsheet Development
- ◆ Appointment Scheduling
- ◆ Special Event Programs
- ◆ ...and many more services available



We are proud to announce the addition of our Basic Computer Instruction Services for groups or individuals. Call for details!



**As Guardians of your records,
we are strictly Confidential.**

SERVICES OFFERED

DESKTOP PUBLISHING



Newsletters	Business Cards
Flyers	Brochures
Stationery	Calendars
Event Programs	Resumes
Presentations	Scanning
Invitations	Menus
Postcards	

ADMINISTRATIVE SERVICES



Virtual Office Services	
Word Processing	Scheduling
Email Management	Mass Mailing
Travel Arrangements	Copy Service
Workshop Material	
Typing/Document Processing	
Reminders (Business and Personal)	

BOOKKEEPING



Accounts Receivable
Accounts Payable
Customer Account Management
Invoice/Billing Service
Bill Paying

DATABASE DEVELOPMENT/ DATA ENTRY



Data Entry
Data Management
Form Letters

NEW CLIENTS RECEIVE
10% OFF FIRST ORDER

CREATIVE RESOURCES
ADMINISTRATIVE SUPPORT SERVICES
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CREATIVE RESOURCES



ADMINISTRATIVE SUPPORT SERVICES

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Your Business

FRIENDLY SERVICE.....PROFESSIONAL RESULTS