



AJL Business Secretarial Services

Off-Site Secretarial Services for your business.

50 Ways You Can Use Our Services

Document Preparation/Word Processing

1. Type up letters and other correspondence for printing on client letterhead.
2. Format and edit meeting minutes, reports, business proposals, manuscripts, theses, dissertations, instruction manuals, training materials, term papers, essays, and contracts.
3. Format and type up instruction manuals, training manuals, and teaching materials including images, diagrams, and charts.
4. Format and design business forms and templates in MS Word according to client's specific requirements.
5. Type up labels for a mail out or for your filing system.
6. Format and type up speeches and lectures from handwritten notes.
7. Format and type up policies and procedures or standard operating procedures and edit as required.
8. Design and format PowerPoint presentation including inserting images, diagrams, and charts.
9. Document scanning
10. PDF conversion MS office documents to PDF format.

Databases and Spreadsheets

1. Set up and enter information pertaining to customers, vendors, employees, and inventory into a database or spreadsheet.
2. Enter information from client and customer business cards into database or spreadsheet.
3. Create mail merge correspondence for bulk mailings including labels.
4. Verify contact information in the database or spreadsheet by calling clients or customers to ensure all information is current.
5. Design a customer database or spreadsheet for monitoring and tracking order history, invoices, payment status, and products or services most frequently ordered.
6. Design a vendor database or spreadsheet for monitoring and tracking orders, bills and invoices, payments, and products.
7. Design an inventory database or spreadsheet for monitoring and tracking inventory in stock and replenishment.
8. Design and maintain spreadsheets for budget revenue and expense accounts monitoring.
9. Design and maintain spreadsheets for property management information about buildings maintenance and life cycle studies and planning.

- 10.Format and design business forms.
- 11.Compile survey information and calculate results.

Desktop Publishing

1. Create and design advertisements according to client requirements and specifications.
2. Create and design announcements.
3. Create and design brochures using images provided by the client.
4. Create and design business cards.
5. Create and design business forms in MS Publisher.
6. Create and design flyers and handouts.
7. Create and design letterhead.
8. Create and design certificates for awards and gifts.
9. Create and design greeting cards, Thank You cards, invitations, and postcards.
- 10.Compile information from the client for preparation and type newsletters.

General Administrative Assistance

1. Schedule appointments and meetings with clients or customers and associates and maintain calendar.
2. Reminder services for important dates and events.
3. Set up teleconferencing calls using an on-line teleconferencing application.
4. Prioritize email and voicemail. Reply and follow up with standard responses.
5. Fax correspondence or other paperwork.
6. Arrange meetings and invite attendees, reserve meeting facilities, arrange for catering, and arrange for overhead projector or flip chart as required. Distribute meeting documents.
7. Arrange and co-ordinate travel arrangements including airfare, accommodation, and transportation (car rental or taxi/limo).
8. Order office and stationery supplies.

Market research:

1. Research target market including company lists, prepare correspondence.
2. Research office equipment and services and get quotes.

Bookkeeping (QuickBooks Pro):

1. New company set up including Chart of Accounts.
2. Input transactions into the General Journal.
3. Set up customer and vendor lists and maintain as required.
4. Follow up with clients by telephone for collection of payment on past due invoices.
5. Prepare invoices and send to clients via email or land mail.
6. Remind clients of invoice due dates.
7. Prepare and email/mail out past due letters.
8. Online bill payments.
9. Generate reports as required.