

Would you like to be able to afford an expert staff person for each of the following positions in your organization?

Administrative Assistant

Appointment Scheduler

Bookkeeper

Database Specialist

Desktop Publisher

Mail Clerk

Notary

Order Processor

Receptionist

Secretary

Westside Secretarial Service has trained professionals in these jobs and can provide you with support services normally provided by onsite employees at a fraction of the cost.



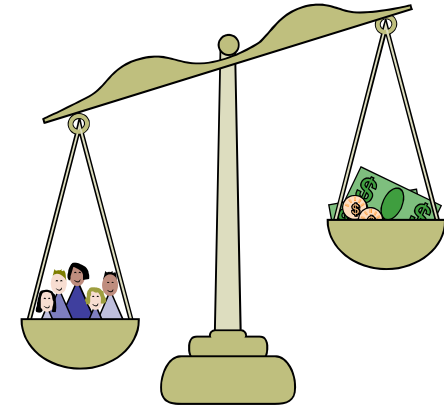
Westside Secretarial Service

2705 E. Burnside St., Ste 212
Portland, OR 97214
Phone (503) 292-8881
Fax (503) 292-8237
E-Mail: Admin@Westsidesecc.com

**YOUR VIRTUAL OFFICE
TEAM**

**SOLUTIONS THAT
BALANCE**

SERVICE AND COST



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Does your organization need consistent quality administrative support?

We can be your:

Virtual Receptionist

Have your organization benefit by having a real person answer your calls. Not voice mail! Our professional, trained receptionist answers your calls with your organization's name and based on your specific directions be able to...

- Screen calls
- Take messages
- Forward calls to
Your staff
Your board members

Also your virtual receptionist would be able to give directions to your office, answer general questions, schedule appointments, even take reservations.

Database Specialist

By using our virtual office staff, your organization could have the equivalent of a full-time staff person to maintain your donor or membership database. We can also provide specific donor follow-up activities.

Professional Secretarial Staff

Our experienced office staff is available to handle a wide range of secretarial projects either on a regular or special needs basis. Our services include:

E-Communication Services:

- Newsletter creation for distribution via web, e-mail, mail or fax.
- E-blasts to donors/membership for upcoming meetings/social events/courses.

Other Services:

- One-time projects, i.e.— reformatting of RFPs to final presentation status.
- Coordinate board meetings via conference calls or in-person.
- Attend board meetings to provide secretarial support.
- Schedule speakers; insure audiovisual equipment and rooms are secured.
- Attend conferences, as needed, to provide secretarial support, and/or management support.

Financial Organization Services-- Bookkeeping

Westside Secretarial Service can help you with the key financial components of your organization. Let us handle these bookkeeping jobs for you:

- Prepare donor/member invoices, collect payments and prepare progress reports.
- Entering daily, weekly and/or monthly income and expenses into your system.
- Process your payroll and all appropriate reports.
- Do monthly reconciliations and create a profit and loss statement and budget analysis.

Westside Secretarial Service's mission states we are dedicated to providing support services to make our clients look larger, more professional. Our trained in-house staff becomes your professional personnel at an economical rate.

**Let us worry about the day-to-day so that you have more time for what is really important...
your organization's mission!!!**