

ADMINISTRATIVE VIEWS

Accurate Business Services (Contact: Jeannine@Accbizsvcs.com)

Summer 2001

Vacati on(ary) Blues

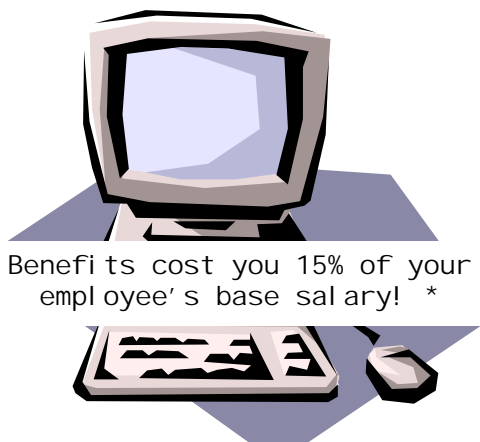
Take a deep breath and close your eyes. Remember that vacation you took one, or was it two, years ago?

What a great time, and a great break from the hustle and bustle of your everyday existence. Now think back to the time immediately before and after that memorable time away.

Scary, isn't it?

We spend so much time and effort clearing things up before we leave, and catching up when we get back, that the memories of our time off are somewhat blurred within the pressures of our daily tasks.

Believe me, I can relate. By the time I had worked that 60-70 hours a week for 3 weeks straight, I really needed that vacation. And I was way too relaxed upon my return to want to tackle that huge stack of tasks that



Benefits cost you 15% of your employee's base salary! *

patiently awaited my return. Unfortunately, when I returned, patience seems to have worn out. Everything in this huge stack cried, "Urgent", "Top Priority", and "Needed Yesterday"!

That's one of the reasons I started **Accurate Business Services**, to help you stay focused and relieve the stress of your fast-paced work environment.

With minimal instructions, your administrative tasks can be handled effortlessly. No equipment, benefits, payroll taxes, time not worked (vacation, sick days, holidays and lunches), and other costs associated with hiring an employee. You pay only for the time on

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task. With more than 30 years experience in administrative and customer service support, let us show you how we can make your life easier and take away those "Vacation(ary) Blues".

Ask about our New Client Special - Your **First Hour Free** !

Growth Burst

Lately, clients have expressed to me that their company's growth has been stunted by their inability to keep on top of marketing to prospective clients.

Studies show that a prospective client requires nine (9) contacts

* Source: U. S. Chamber of Commerce

before your product or service will be considered or remembered.

How are you getting your name out in front of your prospects?

Let us help you put together a simple, inexpensive marketing program that will give you the results you need to turn that prospect into your next client.

We can create, produce, print, address, and mail (or email) prospect postcards, letters, newsletters, brochures and flyers that will put your best foot forward, while keeping costs down, and freeing you to focus on the growth of your business.

You know you've been "meaning" to do something on a regular basis, but just can't find the time.

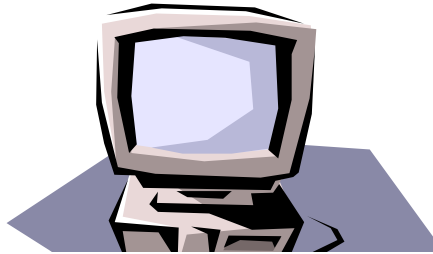
Let **Accurate Business Services** help you organize your efforts and help give your growth a **burst** of energy!

Is It Just Me?

There have been times in my business life that I've felt comfortable with my computer system, windows operations, and software packages to a point that I can consult others in their operation and function.

Then the "computer gods" bring me

back to reality. I recently downloaded an updated version of my ISP software to include all the new bells and whistles they told me I couldn't live without. Immediately following this brave move, I noticed that whenever I printed anything from the Internet I received a blank piece of paper at the end. Because my laser printer curls the ends, it was not a pretty picture trying to reuse these wasted sheets. After ignoring the problem for weeks, I noticed the person who cleans my office dragging my overflowing wastecan across the room using both hands (I figured I'd be getting calls from trees soon). I decided to contact my ISP's 24/7 customer service. After days of emails, finally a response. A five page



So I spent hours updating printer drivers, modem drivers, etc., until...

document outlining all the wonderful things I should try before they would admit it was their problem. I spent hours updating printer drivers, modem drivers, etc., until I thought I would fall over with exhaustion. I liked my old drivers. There didn't seem to be anything wrong

with them to me. Now, every time I open a document I have to update that file to recognize my new and improved printer and modem drivers...Do you think there are computer gurus somewhere having a good laugh at my expense?

And of course, this didn't solve my extra paper problem (I knew that!), so the next step was to uninstall and reinstall the ISP software. While that did solve the problem (A sign of relief could be heard from a nearby forest), I now was faced with trying to remember my husband's and daughter's stored passwords, as well as those for my two e-mail addresses.. I had to download all my files to a new folder and transfer them back once it was reinstalled, and I still have a Saved PFC file that I'm not sure I need. It's safely stored in "My Documents" (my husband has strict instructions

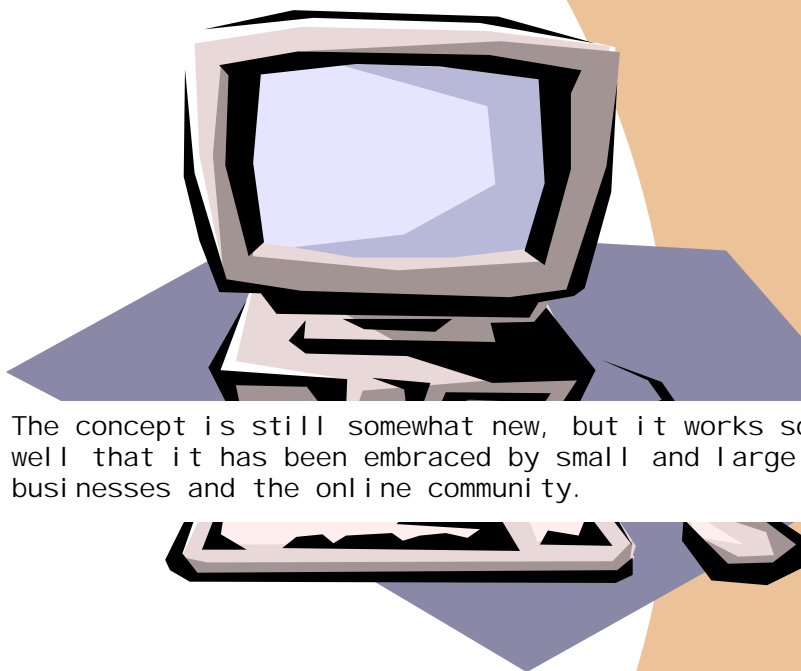
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that if I get hit by that bus, he'll find all the skeletons there!), where everything patiently lurks waiting to be opened so it can ask that all important question - "The printer selected for this publication cannot be initialized or is not installed in the system..." Oh, it's there, it just has those new improved printer drivers. These situations really humble me to a point where I search for guidance from a computer guru, who normally costs about \$70 an hour, and believe me, that's another story. All I asked was for my ISP software not to print an extra blank page...and although the problem has been solved, "Is It Just Me?", or is the solution more taxing than the problem?

Virtual Assisting

Although I don't use the term often, I truly am a "Virtual Assistant". The term "virtual" first gained popularity on the World Wide Web, so many times I don't consider myself "virtual" to those clients that aren't Web based. In essence, a Virtual Assistant is someone who, like a majority of their clients, are entrepreneurs - highly

skilled in their profession and able to have a powerful impact on the productivity of those they work with. The concept is still somewhat new, but it works so well that it has been embraced by small and large businesses and the online community.



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Work assignments are communicated through personal appointment, e-mail, phone, fax, mail, and diskette transfer.

Paula Yarley Griffin says it perfectly in a recent article in Consulting Today (www.consultingtoday.com) No time to do it yourself? Hire A Virtual

Assistant, "There are benefits. With a virtual assistant, you get:

- Freedom to focus on your key competencies - the things you love to do and/or the things you get paid well for doing.
- The skills you need, when you need them, without hiring staff or increasing space needs.
- Trained, entrepreneurial staff, people with ideas and ambition, who are making a career of this.
- The virtual look of a well-staffed company.
- Greater continuity, since VA's are likely to have lower turnover than temps or even some employees."

No matter how big or small the need, a Virtual Assistant is there to fill the gap and make you "shine". For more information check out the International Virtual Assistant's Association at: www.iva.org

Accurate Business Services

P. O. Box 206
Arnold, MO 63010-0206

What's inside:

Vacation(ary) Blues
Growth Burst
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Is It Just Me?

Internet Finds

Here are some great Internet finds, and a list of comprehensive search engines to find anything your heart desires:

- www.familyeducation.com (all about schools and colleges)
- www.edgar-online.com (check on or research a company)
- www.noahsays.com (Home

- based business information)
- www.reversephonedirectory.com (cross reference a phone number to get the name and address)
- www.submititnow.com (to submit your website to search engines)
- www.freetranslation.com (translate French - Spanish -

- German - Italian or Portuguese)
- Search engines:
- www.google.com
- www.dogpile.com
- www.altavista.com
- www.excite.com
- www.lycos.com
- www.northernlight.com
- www.hotbot.com
- Enjoy!

