
We'll Bowl You Over With Our Service



Our customer service is second to none. We aren't happy if you're not satisfied. All of our work is 100% guaranteed. With more than 30-years experience you can trust us to get your projects done with only minimum direction, and maximum results. Look to us to assist you with:

- ◆ Transcription
- ◆ Word Processing
- ◆ Mailing Services
- ◆ Desktop Publishing
- ◆ Database Management
- ◆ Repetitive Letters

What Is the Most Valuable Use of Your Time?



What could you do with an extra 4 to 5 hours per week?

We provide full-service innovative "virtual" services to business people who want to make the most valuable use of their time.

- ◆ Increase exposure to your clients
- ◆ Provide the most professional materials to help you succeed
- ◆ Concentrate on more enjoyable and profitable tasks.

Call **Accurate Business Services** at 636-282-9550 or visit our website at: www.Accbizsvcs.com.

You Can Always Use An Extra Pair Of Hands

No matter what size your organization is, we have programs designed to assist you, and your staff, so you can keep your business running smoothly.

- ◆ **Need some help setting up and implementing client correspondence?** We do that!
- ◆ **Need those focus group tapes transcribed fast?** Give us a call.
- ◆ **Can't keep up with the maintenance of your client database?** Check out our competitive rates
- ◆ **Want to start a regular mailing program of postcards or newsletters?** We can do it all, or just the parts that keep you and your staff from completing other vital company functions.
- ◆ **Looking for someone to handle general office tasks?** Look no further!
- ◆ **Business Ethics and Customer Service Consulting, too!**
- ◆ **Don't see it here?** Just ask!



Here's what our clients have to say!

"Freeing up my time to make more money is exactly what you have accomplished for me. The monthly newsletter that you create/send for me has reaped tremendous rewards as a result of connecting with my clients on a consistent basis, thus creating revenue. It allows me to do what I enjoy, which is New Customer consultations."

[Carol Clifton, SeneGence Independent Distributor](#)

"Accurate Business Services has been handling all of my invoicing, keeping my database updated, handling corrections and transmission of electronic art and other secretarial duties, as needed, for several years. During that time, everything has been done professionally and with amazingly fast turn around. Not having to hire an employee save me money and the hassle of training somebody. IF you are thinking of using the services of Accurate Business Services, I know that you won't be disappointed with any aspect of their services."

[Sandy Graves, CAS - Ad Impact](#)

"Accurate Business Services has been invaluable to me as a resource to help me achieve my business goals. I rely on their services and their ability to articulate my views as concise and accurate as I could possibly expect. Accurate Business Services is my best kept secret against my competitors."

[Max Salas, Cornet Technology](#)

"Jeannine is extremely professional and great to work with. She gets my work done on time and makes my life so much easier because of her talents and skills as a virtual assistant."

[Jim Gillespie, Ph.D, Advanced Real Estate Coaching](#)

Jeannine, thank you for helping me get important but tough-to-get-to tasks off my desk, done right, and done quickly. I know it sounds corny, but you've freed up space in my brain and time in my week so I can better tend to growing our business. So glad we found you!"

[David Stern, Small Business Logic, Inc](#)

Contact Us

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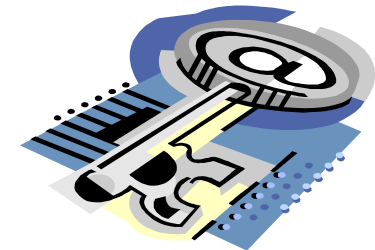
Certifications

IVAA CVA (Certified Virtual Assistant - International Virtual Assistant's Assn. - www.ivaa.org)
MVA (Master Virtual Assistant)
Ethics Checked™
CRESS (Certified Real Estate Support Specialist)
PREVA (Professional Real Estate VA)
CRVA (Certified Realtor.com Virtual Assistant)

For more information visit us at:
www.AccBizSvc.com



*"Professional Virtual Support
allowing clients to
Keep Generating Business!"*



**Your KEY to
Success in
Business**

636-282-9550
