



**EXECUTIVE  
CENTERS**

# Services



## Let Us Do the Work for You!

Let PS help you take your business to the next level with the aid of our onsite professional business support services. PS Executive Centers makes available a wide range of service offerings tailored to meet the needs of our diversified clientele. Trust the proven skills of a qualified PS Administrative Associate to provide the support you need to succeed.



### Secretarial Services

- Word/Excel/Publisher/Access
- Training Materials
- Brochures/Proposals/Manuals
- Newsletters
- Business Cards/Letterhead
- Resume Services
- Transcription
- Mail Merge



### Technology Services

- T1 Connection and IP Setup
- Software Installation
- Computer Maintenance
- Printer/Fax Installation
- Troubleshooting
- Files to Disk/CD
- Scanning
- Internet Research



### Clerical Services

- Binding
- Filing/Organization
- Shredding
- Laminating Services
- Photocopying/Facsimile
- Color Printing/Copying
- Envelopes and Labels
- Folding/Inserting/Sealing



### Records Management

- Monthly Reports
- Expense Tracking
- Data Entry
- Database Management
- Contact/Mailing Lists
- Payroll

### General Assistance

- Appointment Setting
- Registrations
- Telemarketing
- Proofreading
- Fact Checking
- Correspondence/Memos
- Confirmation Calls
- Status Updates

### Shipping Services

- Postage
- Mail/Package Handling
- Local/National Courier
- Services
- Overnight and Express
- Delivery
- Shipping/Packing Supplies
- Tracking
- Mail Hold

### Presentation Services

- PowerPoint
- LCD Projector Rental
- Overhead Projector
- Audiovisual Equipment
- Transparencies
- Flip Chart/Dry Erase Board
- Conference Call Capabilities

### Additional Services

- Access Workplaces
- Catering/Meeting
- Services
- Transportation Services
- Lodging Arrangements
- Dry Cleaning/ Tailor
- Office Supplies
- Coffee/Beverage Service
- Notary