

Need An Assistant? Overwhelmed.....

Not enough time in the day to get everything you need done for your small business or law firm? No matter what the task, we will exhaust all sources to make sure our requests are completed with the highest level of professionalism and quality. We offer very competitive rates that will save you money. We SAVE you MONEY and TIME and Increase Your Bottom Line!!

VIRTUAL ASSISTANCE & BANKRUPTCY ASSISTANCE

Are your sales down because you don't have the time to do the proper follow up to close the sale?

- Do you need something done by a deadline, but don't have the time? Do you hate doing tedious task?

- Do you need an assistant to help you with projects If you answered YES to any of these questions, then ALL SOURCE PROFESSIONALS can help you!!

All Source Professionals is professionalism YOU can afford.

We provide you with the highest quality of administrative services that your small business deserves. Our administrative staff will assist you virtually, however maintaining a very professional and personalized manner. Therefore allowing your business to get the help you need without the extra cost of overhead. As a business owner, your time is crucial and your business is only successful if you produce.

Let us know what you need and our All Source Professionals will get the job done!!

Services Include:

- Virtual Office
- General Administrative Services
- Legal Administrative Services
- Medical Administrative Services
- Bankruptcy Petition Assistance
- Transcription
- Typing Services
- Basic word processing
- Excel Spreadsheets
- Data entry
- Internet research
- Make travel arrangements
- Appointment Setting
- Appointment Reminders
- Calendar Maintenance
- Meeting Coordination
- Answering Services
- Business Card Consolidation
- Bulk Mailings
- Notary Services

And Much More!! Take back control of your time...we will take care of your Administrative needs!!