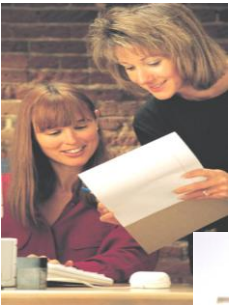


Why outsource to Dependable Services?

Administrative Support that offers professional services and virtual assistance is an economical and convenient alternative to hiring and paying employees. Small business owners, attorneys, accountants and doctors employing a staff are responsible for paying salaries, employee benefits, plus the cost of equipment and supplies.

By using Dependable Services you pay only for the service you receive. We have the staff, equipment and supplies needed to complete the task.

Dependable Services is reliable and efficient. We offer solutions and save business owners money and time, giving them the opportunity to focus on the success of their business.



How will you benefit?

The major benefits that will derive from using Dependable Services are:

- No hiring, training or managing employees.
- No federal, unemployment or state taxes.
- Flexible service hours.
- No healthcare insurance, vacation or worker's compensation.



SAVES YOU MONEY AND REDUCES OVERHEAD COST!

ADMINISTRATIVE SUPPORT

Dependable Services offers an array of administrative support services that can assist with your workload and general office duties that include:

- Typing & Editing
- Copying & Scanning
- Faxing
- Mailing
- Filing
- Telephone Assistance



DOCUMENT PREPARATION

- Letters & Documents
- Forms
- Proposals
- Manuals
- Invoices
- Manuscripts
- Spreadsheets



DESKTOP PUBLISHING

- Invitations
- Announcements
- Brochures
- Flyers
- Programs
- Newsletters
- PowerPoint Presentations
- Letterhead, Envelopes & Business Cards



ADDITIONAL SERVICE

- Notary Service
- Messenger Service*
- Mass document production and data processing

* only available for service that we provide

Dependable Services also offer retainer packages for business owners and professionals that have on-going needs. A two-month commitment is required.

SUPERIOR ASSISTANT

Receive 100-hours of administrative support a month. This package includes any service that we provide excluding Notary, Messenger and some Desktop Publishing services.

HANDY HELPER ASSISTANT

We will provide up to 50-hours of administrative support a month. This service is limited to Administrative Support and Document Preparation only.

COMPANY BACKGROUND

Dependable Services staff has over a 15 years of experience in Secretarial and Administrative services. Our staff members are skilled professional with experience using the most current software. For more information or to obtain a price list, please contact our office at **310-621-3985**.

Dependable Services
P.O. Box 88465
Los Angeles, CA 90009

*Dependable
Services*

**Desktop and Secretarial
Typing Service**



**P.O. Box 88465
Los Angeles, CA 90009
(310) 910-0061 (Office)
(310) 621-3985 (Cell)
E-mail: dependablesvc@yahoo.com**