



**Need secretarial support but:**

Additional staffing not in the budget?



Need secretarial support just “occasionally”?

Need notes transcribed for a book, manual or dissertation?



Sound familiar? Then

*Lady of LETTERS* is the **perfect solution** for you!!!

Why is *Lady of LETTERS* the **perfect** solution for you?

Because we are a *Virtual Assistant* Company, our team of professionally trained secretaries work from their homes.



This eliminates the need for you to supply equipment, materials or office space.

**PLUS**

You only pay for the time it takes to complete your project. Therefore, you are making the most efficient use of your time and money.

That is what working *smarter*, not harder is all about!!!

Here are some client comments:

“*Lady of LETTERS* saves us from all the headaches associated with hiring staff such as payroll, paying benefits, scheduling, absenteeism, etc. Our paperwork load is not enough to keep staff busy on a consistent basis so an “On Call” secretary is the perfect solution.”

**Victor M. Stewart, President  
V. Stewart and Associates, Inc  
Sheet Metal & Roofing  
Consultants**

“It is important to find qualified people to work with to meet some of the overload job demands. *Lady of LETTERS* meets those standards *perfectly*. Always ready when a rush project comes in, meets time deadlines, and always has a pleasant attitude.”

**Ila McCullough, Owner  
Associated Business  
Professionals**