



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**

Services Include:

- Tape/Digital Transcription
- Meeting Minutes
- Spec Production
- Legal Typing
- Copy Typing
- Special Event Client Calling
- Proofreading
- Internet Research
- Special Projects
- Spreadsheets
- Business Correspondence
Composition

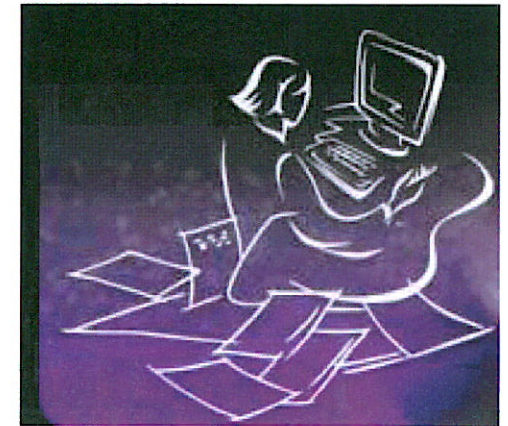
Plus much more!

Contact us today for your
perfect solution!

See more exciting details inside!!


www.ladyoflettersinc.com
Phone: (425) 337-5773
Fax: (425) 385-8638


Lady of
LETTERS, Inc.



Your "On Call" Secretary!

www.ladyoflettersinc.com

Available 7 days a week!
365 days a year!
6 am to 8 pm

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Fax: (425) 385-8638

A Virtual Assistant Company