

“Rent a Business Manager”

FOR THE BUSINESS OWNER WHO
NEEDS AN EXTRA
MANAGEMENT HAND WITHOUT
THE LONG TERM COMMITMENT
OR SALARY

Business Improvement Plans



- 1 . Company Manual:** Inform your staff of all the standard operating procedures for your store, company or office.
- 2 . Training:** Expand the knowledge of your staff. From Customer Service to your in-house computer programs.
- 3 . Office Organization:** Make a place for everything from your immediate-need items to additional “whenever” items.
- 4 . Administrative Tasks:** Correspondence, Spreadsheets, Form Design, Filing, General Office Duties. Improve records, service and bottom-line.
- 5 . Marketing Tasks and Sales Management:** Designing your Sales/Marketing Plan with step by step guide for growth.
- 6 . Expense Reduction:** Complete review of all vendor expenses to determine your SAP (savings action plan)
- 7 . Project Management:** Support as you install, implement and test.



Integrated Services Group

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NJ Licensed Realtor
Notary Public

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OFFICE ORGANIZATION

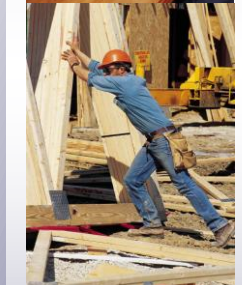
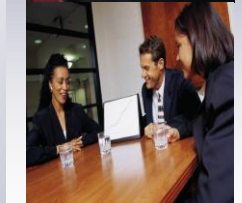
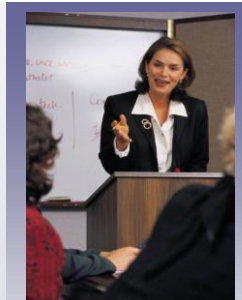
ADMINISTRATIVE & MARKETING SERVICES

*Integrated
Services
Group*

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OUR SIMPLIFIED PRICING MENU

See our standard items and prices below:

- 1. Company Manual:** Using a standard template, we work with you to create a document that suits your company.
~ \$50. per hour
- 2. Training:** QuickBooks, Bookkeeping, Recordkeeping, Microsoft Office Products, Customer Service, Company Procedures, Company "How-To". ~ \$75. per hour
- 3. Office Organization:** Revamp an office or filing system.
~ \$ 40. per hour
- 4. Administrative Tasks:** All General Office Duties~ Filing, Typing, Correspondence, Form Design, Record Keeping, Bookkeeping.
~\$35 per hour.
- 5. Marketing:** Marketing Plan Design ~ \$850.00 Includes: Flyer Design, Advertising & Event Planning Calendar, Post Card, Letterhead & Business Card Design, Press Releases Template, Three Page Website Design, Search Engine Submission ~ Implementation, Public Speaking, Individual projects: \$40 per hour
Email, Text Messaging & Search Engine Marketing Campaigns: Starting at \$50.00 per month.
- 6. Expense Reduction:** Complete review of all vendor expenses to determine your SAP (savings action plan) \$50 per hour. (3 hr. min)

- 7. Project Management:** New installations and implementations. Follow up scheduling, vendors, staff and testing.
~ \$50 per hour. (3 hr. min)

Customized Business Improvement Plans can be created.

WHAT IS INCLUDED:

Standard pricing includes a project review and staff member to perform tasks.

Printing, production of promotional merchandise, duplication, mailing, distribution and implementation of Marketing Plan tasks can be arranged at additional fees ~ We always search out the best prices for you.

WHAT WE DO:

We can help you with your office tasks. We review your expenses and make suggestions that can save you money. We communicate on your behalf with all vendors and professionals as we aim for your best cost.

We can act as your Office Assistant or Manager ~ making your time free to perform your core business services and tasks.

We prepare documents for review and approval by you, your attorney or accountant.

FEES YOU CAN AFFORD

We can often save you more than the cost of our service alone. So why not *Call ISG* today?

Finally, Affordable Small Business Owner Support.



Example of Industries We Serve:

- Retail
- Beauty
- Construction
- Accountants
- Real Estate
- Restaurants
- Insurance

Need a team of professionals for a short or long term project?

~
ISG can help you outline the requirements, hire and train staff to accomplish your goals.

Office Hours By Appointment

Services Available Monday – Saturday

Day – Night Schedule Available

Work Done at Your Office or Ours