

Biz Solutions, LLC.

You've Got a Million Things To Do, Subtract One!

Our staff can handle a variety of tasks. If you have requirements other than listed below, please contact us and we will give you a tailored service solution.

- **Accounting & Finance Management:** Bookkeeping, Payroll Process, Invoicing, Payment Follow Up, Expense Management, Pricing Research & Comparisons, QuickBooks, Bank Reconciliation, Accounting Data Entry, Bill Payments
- **Administrative Services:** Word Processing, Proof Reading, Spreadsheets, Presentations, Secretarial Services
- **Sales & Marketing:** Lead Generation, Telemarketing, Direct Mail/E-mail Follow Up, Visitor Invites - Trade Shows, Events, Marketing List Generation, Marketing Plan Preparation, Email & Internet Marketing, Promotional Materials
- **Customer Relations Management:** Follow Up Calls to Your Clients, Customer Satisfaction Survey, Managing CRM Database, Maintaining Service Records, Quotation and Sales Order Management, Capture, Storage, and Analysis of Customer Information
- **Database Creation & Management**
- **Recruitment Services:** Create Job Postings, Sort Out Resumes, Schedule Interviews, Employee Background Screening
- **Personal Tasks:** Correspondence With Friends and Family, Birthday/Anniversary Reminders and Gifts and Card Sending, Dinner & Other Reservations, Travel and Vacation Planning, Organizing Events, Household Tasks Help

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