



Administrative Services

- An Approved SBA Certified 8a/SDB and MDOT MBE Certified Minority Veteran Woman Owned Business
- Baltimore City General Services Administration approved and Prince Georges County Certified Administrative Management Consulting and Information Technology Firm.
- We also have access to the Federal GSA Schedule. We just recently celebrated our 12th year in business.

Word Processing

Letters
Faxes
Memos
Directories
Reports/Presentations
Business Correspondence
Legal Documents
Resumes

Bookkeeping

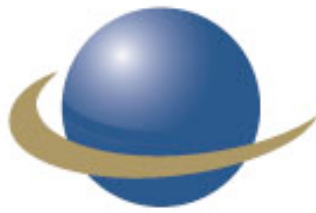
Quicken
Quick books
Peachtree
Manual
Expense Statements
Mass Mailings
Invoices
Purchase Orders
Audit Forms
Profit / Loss Statements
Vehicle Mileage Logs
Balance Sheets

Proofreading / Editing

Articles
Color Printing
Newsletters
Emails
Manuscripts
Website Content

Marketing / Research

Internet Research
Internet Marketing
Search Engine Submission
Press Release



USSMC

unlimited services systems management and consultants

Database Design/ Maintenance

Events Management
Order Entry
Time & Billing
Ledgers
Inventory
Contact Management
Database Management

Desktop Publishing

Brochures and Graphic Design
Flyers
Newsletters

Virtual Office Management and Consulting

Training
Customer Service
Calendar Maintenance

Web Design / Maintenance

Business / Personal Web Design Packages
Logos
Web Scrap Book / Family Tree

Event Planning / Travel

Conference Logistical Planning
Special Events
Airline/Hotel/Restaurant Reservations

Transcription

Court Reporting
Meeting Minutes
Letters
Manuscripts
Legal
Medical

Presentations

PowerPoint
Page Maker
Slides
Hand-outs
Transparencies

Other Services

Bulk Mailing / Faxing
Translations
Immigration Document Preparation
Corrections / Editing

We provide all of your A-76 requirements

Administrative
Clerical
Editor
Correspondence Writer