

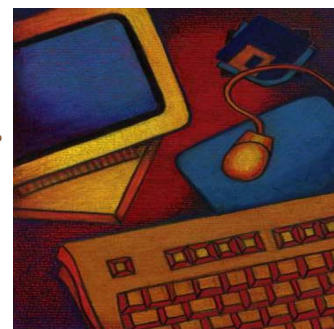
McWilliams Secretarial Service, Inc.

"Experience, Quality and Competitive Prices..."

"Your Virtual Assistant"

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Five Reasons Why Company's Should Consider Outsourcing They're Administrative Needs...

1. Reduction of Overhead...

For many companies, whether small or large, overhead spending is by far their number one expense. For example, a company might have a receptionist, office assistant and an administrative assistant as well as a large payroll at the end of each pay period. Outsourcing provides relief from: employer paid benefits, purchasing office supplies and equipment, fees for temporary employees, and workers compensation claims to name a few.

2. Availability...

When you think of the word availability, you probably think of... well, your employees probably think of an 8 to

5 regimen; yet, virtual assistants think outside the normal work day schedule. They're available whenever you need them and equipped to handle reduction of staff issues without compromising work productivity.

3. Technology...

We all know that keeping up with the latest trends in office procedures can be a bit of a task; however, virtual assistants can provide you with the latest applications available because we don't have to worry about **"Overhead Expenses"**. While the cost of software is still on the rise, the home entrepreneur has prepared themselves for your patronage by making the latest software readily available with a broad spectrum of skill and knowledge.

4. Personalization...

Sometimes employees aren't familiar nor comfortable with trying new approaches. They think... the old way is the only way. Virtual assistants are unbiased regarding your particular specifications. So, if you want a neon pink business card with tiger-stripped text, then that's what you'll get.



And Finally...

5. Employer Respect...

There's nothing worse than a disrespectful employee. You know the one's that think they're irreplaceable. These employees come to work with an attitude and leave with an attitude. When it's like that in an office setting, it reflects the quality of work produced, the amount of work produced and possibly a bad reputation in your particular market-

Specializing In...

- ◆ **Word Processing**
- ◆ **Desktop Publishing**
- ◆ **Legal Documents**
- ◆ **Web Design**
- ◆ **Data Entry**
- ◆ **CD Burning**
- ◆ **And Much More...**

Oregon's Economy... When Will It Get Better?

For most Oregonians, the economy situation just seems to be getting worse. Whether they're unemployment benefits are about to run out with no extensions benefits left, or they just simple can't find work. Unfortunately, Oregon has the highest unemployment rate in the nation and with no real solutions ahead the rate is estimated to grow even higher. Perhaps suffering Oregonians can place the blame on the events of September 11th; however, like any other problem, there's always a underlying problem of the cause. Experts argue that the economic status, lack of education and single-parent dwellings are to blame; yet, nothing has been done within the state, federal, or local governmental programs to prevent such cycles. Most argue that the problems lies within our legislation. The men and women who present and pass Oregon's laws aren't thinking about how they're decisions effect our state.

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