

The
YP Publishing
Virtual Services

Web Services
Administrative Services
Marketing Services

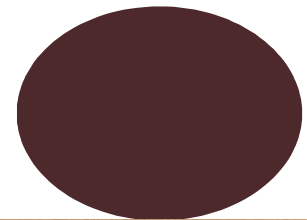
The
YP Publishing
Virtual Services

(905)359-0863
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theyppublishing.com

The
YP Publishing

VIRTUAL
SERVICES

ADMINISTRATIVE
SOLUTIONS





Mission Statement

The YP Publishing offers support services to small businesses, self-employed and private individuals. We are highly skilled in our profession and able to have a powerful impact on the productivity of your company.

I am.....Your Virtual Assistant.

I provide:

WEB SERVICES

MARKETING SERVICES

ADMINISTRATIVE SERVICES

Web Services

- Web Page Setup
- Custom Web Page Design
- Web Page Maintenance
- Shopping cart integration
- Bulk e-mailing
- Web Site Customer Service

Administrative Services

- Create, maintain spreadsheets
- Business Forum Design
- Internet Research
- Create and update your current database.
- Time management Planning
- General Office duties such as typing.

Marketing Services

- Creation of Bio's
- Marketing Plans
- Business Cards
- Flyers and Brochures
- Custom Company Logo's
- Changing Images into jpgs and gifs

Prepay and **save**

Purchase 5 hours of our Smart Stopper Services and Save 20 percent.

We accept all major credit cards

Order Online:

theyppublishing.com

Our Services are creative and **Personal**