



Office Solutions

Office Administration Services

Fact Sheet

Contact:

Marie P. Caulford, CPS
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Summary of Services:

A Plus Office Solutions is an outsourced administrative services business started in 1999. Services include:

- Correspondence
 - Lawyers, financial advisors, health insurance professionals, membership directories
- Transcriptions
 - Oral history tapes, autobiographies, business letters, etc.
- Manuscripts
 - Support for the writing and publishing of text books
- Invoicing
 - Neighborhood Association monthly billings
 - Client billings
 - Retail and office tenant billings
- Mailings
 - Database preparation and electronic mail merges
 - Materials (prepared, copied, folded, stuff and mailed) for mass mailings
- Notary
 - Licensed notary for the state of Virginia

Principal:

Marie Caulford. Mrs. Caulford is a Certified Professional Secretary (CPS) with over 30 years in the secretarial field. Her skills include:

- Microsoft Office Suite 2003 and 2007
 - Word
 - Excel
 - Access
 - Power Point
- Property Management
 - Retail stores and offices
 - Included 40 stores and 29 offices
- Contracts and Leases
 - Retail, office and apartments

Mrs. Caulford is currently a member of the International Association of Administrative Professionals (IAAP), The CPS Academy, the CPS Associates of the Chesapeake-Potomac-Shenandoah Area, and the National Association of Executive Secretaries.

Fee Schedule:

Fees are negotiable based on the individual project. Fixed price or time and materials may apply.

References available upon request.