
Also available from Robin's Desktop

- ▶ Conference / Meeting Planning
- ▶ Presentations
- ▶ Guest Speaking
- ▶ Desktop Publishing
- ▶ Editing
- ▶ Transcription
- ▶ Word Processing/Typing
- ▶ Notary Public Services

Robin's Desktop, LLC, accepts payment via cash, money orders, major credit cards via PayPal, checks. Robins Desktop reserves the right to refuse payment by check at any time.

1 (304) 546-4668

www.robinsdesktop.com

Think outside the office!

Robin's Desktop

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Fax: (800) 815-2754
www.robinsdesktop.com

*Robin's Desktop
Virtual Administrative Services*



Virtually Everywhere

Think outside

the office!



Cutting back doesn't have to
mean cutting quality.

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Cut Costs!

True costs of employees include:

- Annual Salary
- Benefits Package (35-40% of salary)
- Overhead (35-50% of salary)
- Training

An employee earning \$14.25 per hour can end up costing you \$48,906—\$56,316!

There are no hidden costs to contracting with Robin's Desktop. You pay a straight-forward hourly rate plus materials. If your contract says \$50 per hour for 10 hours this month, you pay \$500.

Free Your Time!

There are more demands now than ever on you and your time.

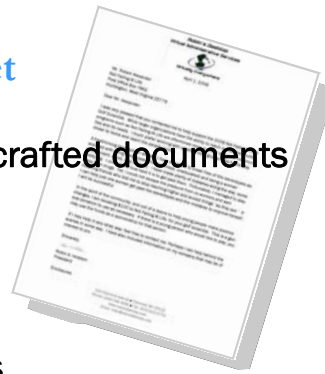
- ▶ Where do you find the time to develop newsletters, mailings, and brochures?
- ▶ Do you have the budget to keep your staff trained on word processing, desktop publishing, or Web design programs?
- ▶ Would you prefer to have a relationship with someone who can help you, rather than bringing in a different person each time you call a temporary staffing agency?

Shouldn't you spend your time building your business?

What You Get

Professionally crafted documents

- Letters
- Solicitations
- Sales
- Press Releases



Marketing

- Brochures
- Post cards
- Flyers

Grant Proposals

- Non-profit organizations
- Community development
- Volunteer associations



Custom Power Point slides

- Sales
- Staff Training
- Reports



Present a Professional Image.

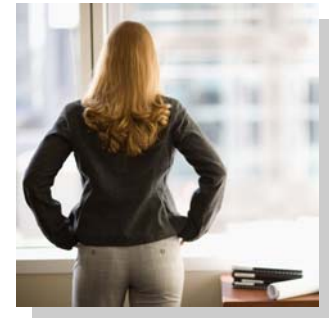
Robin's Desktop is a Virtual Administrative Services company. We support small business, entrepreneurs, organizations, and busy executives who need administrative services without the costs associated with hiring full-time employees. We also provide a range of presentation, training and meeting management services.

Robin's Desktop saves you time and money by working off-site to provide non-core administrative tasks. This allows you to focus on revenue generating activities. We assist you by providing a variety of services. Don't see what you need? Just ask.

No one has to know you don't have in-office staff!

For more information visit:

<http://www.robinsdesktop.com>



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