

OUR PROMISE TO YOU

To provide excellent customer service

To deliver professional, dependable, reliable service with quality results

Maintain strict confidentiality

Help simplify your business life so you have more time to enjoy your personal life

Second Staff is available:

hourly* · weekly · monthly
one time only

**2 Hour Minimum*

Telecommuting
or
On-Site

With *Second Staff Services* you hire employees ONLY when you need them and still run a successful business

References available upon request

Office Staff when you need it!

Second Staff Services
PO Box 1671
Valley Center, CA 92082
sss@acountryconnection.com
760.685.6014

Second Staff Services

Administrative
Secretarial
Website Services

Office Staff when you need it

760.685.6014
sss@acountryconnection.com

At *Second Staff* we realize every business has individual needs. Your business plan is unique with specific tasks. Second Staff will cater to your business needs and help you accomplish those tasks. Perhaps you're self employed and your vehicle is your office, you could use clerical help but have no office space- no problem.

Who should call *Second Staff*?

Second Staff is for anyone that needs assistance with office tasks and miscellaneous projects, from employers to someone setting up a home office.

When should you call *Second Staff*?

When your employees have big projects and could use some extra help

When an employee needs time off or calls in sick and you need the job done that day

When you need office staff but the expense of hiring regular employees is not an option

When you need occasional help

Services include (but not limited to):

- typing letters, resumes, invoices, office documents
- formatting directories, programs, manuals
- creating inserts, fliers, postcards, calendars, newsletters, brochures, door hangers
- door-to-door distribution (door hangers)
- tax preparation (organize records for accountant)
- schedule appointments
- make travel arrangements
- organize files, receipts, etc.
- prepare bulk mailings
- copying, collating, binding
- prepare and print labels
- stuffing envelopes
- accounts payable
- accounts receivable
- internet research
- create PowerPoint Presentations
- promotion and marketing strategies
- website design
- website maintenance
- coordinate office parties, gatherings
- office cleaning
- job site clean-up
- errands
- misc. tasks

Contact us with questions or for a free estimate:

sss@acountryconnection.com

With *Second Staff* you get "employees" who are:

- Professional
- Dependable
- Efficient
- Reliable
- Creative
- Organized
- Productive
- Experienced

Without the OVERHEAD

Second Staff provides Quality Service while saving you money on:

- Office space (most jobs can be completed from our home offices)
- Full Time Employees – helping you eliminate:
 - Payroll Taxes
 - Pay for employees on slow days
 - Overtime pay on busy days
 - Paid Vacations
 - Paid Holidays
 - Sick days
 - Workmen's Compensation
 - Medical insurance
 - Liability insurance



Second Staff Services .com

- Administrative
- Secretarial
- Website Services
- and more

760.685.6014

Dependable Staff
WITHOUT the OVERHEAD!