

Your Growth is Our Business

We specialize in increasing the profitability of our Clients by streamlining processes through outsourced solutions, increasing sales through client specific sales support, and making sure that our Clients have taken advantage of every Tax Savings, Refund, Credit and Program available.

We enable small businesses to excel in their marketplace without restricting their growth due to a lack of expert resources when needed the most. Your business is an integrated system that needs all it's vital support elements to work in sync; our services allow you to select customized elements based on your business needs. We support the core functions of your business using essential support systems, seamlessly growing each element as your business expands allowing you the freedom to focus on more important aspects of your business!

FREE Yourself From Menial Operations Tasks, FOCUS on Building Your Business!

Outsourcing operational support eliminates the extra work load of employees, on site supervision, payroll and providing a physical workspace. You can live with peace of mind knowing that your business is in competent hands providing you the balance and freedom to focus on your business.

- **Administrative Support (Virtual Assistant)**
 - Personal Assistant / Daily Administrative Tasks
 - Internet Research
 - Prepare & Distribute documents, presentations, reports, ebooks & marketing materials
 - Human Resources & Recruiting
 - Create & Maintain Social Media Presence
 - Website Maintenance
 - Press Release Distribution & Follow Up
 - Project Management
 - Affiliate Management
 - CRM Management
 - Event Planning
 - Webinar Organization & Management
- **Accounting Support (Virtual Bookkeeper)**
 - Small Business / Personal Accounting
Financial Statements, Budgets, Misc Tax Reports, Filings, Payroll, AR & AP, Collections
 - Data input and submission
 - Account & Fraud Monitoring
 - Credit Card Account Monitoring & Reconciliation
 - Processing
- **Processing**
 - Electronic or Printed Data
 - Data & Order Entry
 - Data Digitalization
 - Data Conversion
 - E-Cataloging
 - Forms, Claims, Rebate Processing
 - Verification & Validation by Quality Control
- **Automated Training**
 - Automated Online Training Centers
 - Audio/Video Training Modules
 - Certification Testing
 - Streamlined Documentation, Policies and Handbooks
 - Weekly or Monthly Hosted Sales Meetings
 - Advanced Sales Training & Coaching
 - Virtual Sales Management & Management Systems for National Sales Team
- **Customer Care (On Site Call Center)**
 - Integrated Call Center to handle inbound or outbound:
Customer Inquires, Lead inquiries, Product Demo, Pricing Related Questions, Online Visitor Support
 - Conference & Seminar Registrations
 - Live Web Chat Services
 - Click To Talk
 - TeleSales
 - Order Processing
 - Client Survey, Follow Up & Retention

Sales Support Services

By customizing services according to an organizations specific needs, we fill in the missing piece in the sales struggle that all organizations are faced with.

We can build your customer base by lead generation and appointment setting within your target market. Once the appointment is set, we provide behind the scenes support by our National Closing Desk turning your appointments into revenue for your company.

Building a sales service plan according to your business needs we can ensure your organization will run at optimal level with all pieces of the sales puzzle in place.

- Appointment setting & lead generation
- Lead follow up
- Sales assistance - National Closing Desk
- Sales management & coaching

With a resource team of over 100 industry specific, expert Program Specialists, Tax Engineers, IP Attorney's and Financial Analysts. We have searched hundreds of programs, completed thousands of projects and helped capture hundreds of millions of dollars for companies across the United States.

Featured Clients

