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WILKERSON'S BUSINESS SUPPORT, LLC

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Volume 1 Issue 1

Wilkerson's Business Support, LLC would like to welcome you to the first official edition of our newsletter. We guarantee to keep you updated on our business, and the various services we offer. We hope you enjoy!

Introduction

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Have you ever felt overwhelmed with work and wish that you had more help but don't have enough money to hire extra staff? Wouldn't it be nice to devote all your time in promoting your business instead of doing basic administrative tasks? Well, Wilkerson's Business Support, LLC is here to provide the assistance needed in making sure you have time to run a successful business. We are dedicated to providing small businesses and individuals in the Roxboro, NC area with administrative support, and most importantly great customer service. We aid companies without administrative assistance, companies that need help on special projects, and business owners that do not have the time or resources to perform tedious administrative tasks themselves.

About Us

Wilkerson's Business Support, LLC is co-owned by Derek and Patrice Wilkerson. Derek Wilkerson obtained his Bachelor's degree in Business Administration with a concentration in Management from Virginia Commonwealth University in May 2003. He started working at Duke University Medical Center in Durham, NC in March 2004 as a Health Unit Coordinator. In May 2005, Derek was hired by the Duke Clinical Research Institute in Durham, NC as a Staff Specialist. In August 2006, he was promoted to Data Technician at Duke Clinical Research Institute.

Patrice Wilkerson obtained her Bachelor's degree in Business Administration with a concentration in Accounting in May 2005. She started working as a Customer Service Representative at Telvista in November 2005. In the beginning of 2006, she was hired as an Elections Clerk with the Granville County Board of Elections in Oxford, NC. In June 2007, she was promoted to Deputy Director of the Granville County Board of Elections.

Derek and Patrice's decision to start Wilkerson's Business Support, LLC was brought on by their entrepreneurial spirit and the positive feedback

How much of your time is spent answering phones and typing reports? We're here to make sure you can devote all your time in running your successful business.

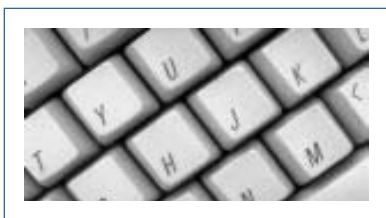
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Services That We Offer

Here's a list of services that we provide:

- **Basic Transcription** - a recap of what occurred in a meeting.
- **Calendar and Contact Management** - maintained to ensure important meetings, appointments, and contacts are organized.
- **Correspondence** - saves an owner time to allow them to concentrate on their business. This business will be able to professionally correspond with an owner's contact through written and verbal communication.
- **Data Entry** - this will also save an owner time from doing tedious data entry.
- **Desktop Publishing** - will be able to create marketing materials such as newsletters, letterhead, business cards, or flyers for businesses at a cheaper rate than printing businesses in this area.
- **Editing and Formatting** - will be able to assist in spelling, grammar, consistent formatting, and proofreading.
- **Internet Research** - saves a business time from doing the research themselves. Wilkerson's Business Support Services could do research on any topic on the internet.
- **Notary** - would be able to legally witness signatures and certify a document's validity to take to depositions.
- **Presentation Design** - would save a client time in the task of designing a presentation in PowerPoint, which could be a difficult application for the average person to use.
- **Word Processing** - would be able to type memos, letters, or any other documentation for clients who do not have the time to perform this task.

*"Make a total commitment to your company, your job, and your career. Uncommitted people have no future."
-- Brian Tracy*



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they have received from co-workers and supervisors during their corporate careers. They saw a need for administrative services in Roxboro, NC to ease the workload for small businesses and individuals. They are dedicated to servicing your business needs and are willing and able to take care of your tedious tasks so you can concentrate on running your business.

It All Makes Cents

By outsourcing your administrative duties you will be saving time, money, and energy. Here are the benefits to outsourcing your administrative duties:

- No need to hire full-time employees
- No payroll costs
- No paying taxes on a full time administrative assistant
- No overhead costs
- No training costs
- No hiring expenses such as advertising and interviewing
- No need to pay for vacation time or sick days
- No need to pay for employee benefits such as health insurance and workers' compensation.



Tip of the Month

Reduce Phone Time

Do you often get caught up in a long phone conversation when all you needed to do was answer a quick question? Try making these types of quick calls after-hours when you're more likely to get voice mail. Leave your quick answer and get on with your life.

<http://www.smallbusinesses.lifetips.com>

"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will."
-- Vincent T. Lombardi



WILKERSON'S BUSINESS SUPPORT, LLC

13585 Virgilina Road
Roxboro, NC 27574

Phone:
336-583-4898

E-mail:
info@wilkersonbusinesssupport.com

