

Administrative Services Offered

Bookkeeping

Tax Preparation
Secretarial Services

Payroll

Data Entry

Word Processing

Desktop Publishing

Spreadsheets

Mailings

Internet Research

Special Event Planning



EMT Administrative
Consultants

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EMT Administrative Consultants

VIRTUAL ASSISTANT &
BOOKKEEPING FIRM

PERSONAL & SMALL BUSINESS



Addressing **Your** Administrative Needs

A virtual assistant/bookkeeper provides administrative services on an outsourced basis. We provide small business owners, entrepreneurs and consultants the time they need to concentrate on growing their businesses.

Using a virtual assistant means:

- No payroll taxes
- No employee benefits
- No office overhead
- No employee equipment costs
- Pay for *time on task* only
- Exceptional quality and skill



Saving **You** Time & Money

Small businesses need timely, accurate information without the expense of a full time CPA or an in-house secretary to help them get that information.

Why pay more and waste valuable time you can utilize growing your business when you can get customized reports quickly and accurately for a fraction of the costs with EMT Administrative Consultants?



Your Future With Us

EMT is a quality firm who supplies work that is timely, useful and concise. EMT can and will help you bring harmony to your business to free up your time to do other tasks. EMT goes above and beyond the call because they love the work that they do. They strive for customer satisfaction.

Our clients have come to expect results that are tailored specifically to their needs, on time and done right the first time. Our specialty is bookkeeping for small business, but we also provide everything from word processing to database entry to brochure design as well as special projects such as mass mailings and event planning. We offer a broad range of services because our clients have a broad range of needs. They count on us to be there when they need us and to provide the results they desire.