



**Providing the professional
administrative office support your
business needs.**

Word Processing

- Correspondence / Documents
- Manuscripts
- Contracts / Resumes
- Proposals / Reports
- Mailing Lists / Labels
- Marketing / Public Relations
Reports & Calendars

Desktop Publishing

- Flyers / Postcards
- Business Cards / Stationary
- Brochures
- Newsletters
- Invoices / Order Forms

Bookkeeping / Accounting

- Quick Books Pro
- Non-Profit Fund Accounting
- A/P, A/R, Payroll, Bank
Reconciliations

*"An important reengineering principle
is that companies should focus on their
core competencies and outsource
everything else."
Bill Gates*



**CALL ME FIRST!
"If I can't do it, I'll find the expert who can."**

Topaz Office Pros
PO Box 1594
Granby, CO 80446



**Professional
Administrative &
Bookkeeping
Services**

Conveniently located in Granby,

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www.TopazOfficePros.com

Member Colorado Virtual Assistants &
Professional Association of Secretarial Services

Bonnie A. Rozean, President



Administrative Support Services

Think of *Topaz Office Pros* as a confidential member of your team—available *whenever* you need us and *only* when you need us! No outlay for sophisticated computer equipment; no costly investment in training.

WORD PROCESSING

- ✓ The solution to your requirements during overload periods (or when a secretary is out), for handling confidential work — performance evaluations, strategic planning documents, while providing the highest quality office services.

- ✓ Require a professional look in the typesetting of an important sales proposal or document? Let *Topaz Office Pros (TOP)* handle your special projects or your everyday correspondence and materials.

DESKTOP PUBLISHING

- ✓ Conducting a special or seasonal promotion? *TOP* will design and produce an appropriate flyer or personalized letter.
- ✓ Newsletters are an inexpensive way to keep in touch with clients and colleagues. *TOP* will work with you to design, write and produce, in-house or at a service bureau, a quality newsletter to your specifications.

DATABASE MANAGEMENT

- ✓ From labels to lists, *TOP* can manage, store and update as needed, any size database with customized

records and fields created to provide immediate access to pertinent information.

BOOKKEEPING / ACCOUNTING

- ✓ Confidentiality, accuracy, and timeliness are of the utmost importance.
- ✓ Small business & non-profit fund accounting.

ONLINE RESEARCH

- ✓ Don't have the time to surf? *TOP* will research those timely topics to help your business prosper.



*Topaz Office Pros Mission Statement:
To provide reliable, and professional business support services while contributing something of value to the community.*