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Virtual assistant helps clients organize

Sorting through junk e-mail is just one task Patty Dost does to save clients time and money.

"Some of my clients receive hundreds of e-mails a day," she said. "I sort through to find the important ones, saving them at least two hours a day."

As a virtual assistant, Dost helps growing business owners manage their operational affairs, freeing them to focus on other tasks.

"A lot of smaller businesses can't grow the way they want to because the owners are too busy doing all the back-end administrative tasks," she said. "We do those things for them so they can get out and get clients and grow their businesses."

BUSINESS NAME

Time Is Of The Es-Cents

ABOUT THE BUSINESS

The company provides Internet-based administrative services for growing businesses as an alternative to hiring permanent or temporary employees. Services include preparing and editing business reports, presentations, articles, newsletters and press releases; Web site management; postal and Internet mailings; business meeting coordination; travel planning and human resource responsibilities.

By only paying for services needed when they need them, companies save time and money that would otherwise be spent on employee benefits, taxes, insurance, and paid time off.

COST

New clients receive a free 30 minute consultation. Typical services cost \$35.00 per hour based on 15 minute increments and a minimum charge of one hour. "Rush" projects and those requiring after hours or holiday work cost more. Operating hours are Monday through Friday, 8 a.m. to 5 p.m. EST.

ABOUT THE OWNER

After assisting her former employer, CTS Microelectronics Inc. in West Lafayette, close their operation a year ago, Dost has focused on growing her own business. For over 20 years, she worked as a human resource administrative assistant for large company executives. She now offers the same services to smaller business owners all over the country and in Canada via the Internet.

CONTACT INFORMATION

The Web site is www.timeisoftheescents.com. Dost may be contacted by e-mail, Patty@TimeIsOfTheEsCents.com or by phone, (765) 427-8534.

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