



*Consider the gift of time
a Virtual Assistant provides!*

**Offsite business support,
the solution to an overwhelming
workload, is right here!**



IGP
OUTSOURCE
Virtual Assistance Partnership

Involve IGP Outsource in your success!

ivonne@igpoutsource.ca



**IGP Outsource
2460 Tedlo Street
Mississauga, Ontario
L5A 3V3 Canada**

O: 905-625-2050

F: 905-625-2078

www.igpoutsource.ca

How We Help!

Conducting many transactions electronically, **IGP Outsource** provides these staffing alternatives. Ask for your need!!

- Telemarketing - providing quality leads
 - 10 years experience
- Brochure/flyer design
- CAD services and training
- Clerical - accounting to letter writing
- Coordination of fulfillment samples
- Customer service
 - solving customer needs
- Data entry - saving valuable time
- Debt collection
- Excel spreadsheets
- Follow-ups
- Human Resources (HR) services
- IT support
- Mailing campaigns
- Marketing support
- Overseeing of orders
- Printing
- Promo Kit assembly
- Proofreading text or website content
- Report or technical paper assembly
- Research - Internet and Library
- Sales Training
- Stationery Suite design
- Translation (French)
- Tradeshow exhibit consultation, design and fabrication.
- Website development and design
- Website optimization/promotion
- Word Processing

Ask us ... we can help!!

Don't be overwhelmed... by your workload!

IGP Outsource provides a Virtual Assistance Partnership, an independent support service for businesses across the board. See from the list on the right how we can help with your **staffing alternatives!**

Our administrative and personal support services relieve the need for clients to hire additional staff and the work is done without the necessity of our being present in the client's office or location.

Communication and data delivery can be through email, the internet, by phone, fax, conferencing, as well as in person.



Services can be performed under an independent contract for a period of time or on a per-project basis.



“Call. Let us prove our value.”

CALL to explore how we can be a valuable alternative for your corporation, your small business or your home-based enterprise.

Why IGP Outsource?

Focus on major business activities; increase productivity and business revenue by delegating tasks and projects to **IGP Outsource.**

Outsource your tasks and projects to **IGP Outsource!** Whether daily, monthly or yearly projects, IGP is the virtual assistant resource to help your business grow.



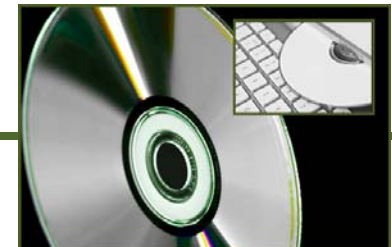
Rely on assistance from IGP trained personnel, accessible for less cost than that of a permanent employee! Benefit from understanding and skills only gained from experience!

Lend **capability and 'size'** to your company credibility profile without staffing obligations. Outsource your tasks and projects to **IGP Outsource!**



We want to get to know you. We want to become acquainted with your business so we can help you move toward your goals and your success.

Call Ivonne at IGP ...you will be glad you did!
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