



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

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



IGP
OUTSOURCE
Virtual Assistance

*Helping businesses grow,
one project at a time!*



We are now
experiencing
renewed success
after working
with IGP for our
telemarketing
program!!

CALL IGP NOW!



Prospecting to help you prosper!

IGP OUTSOURCE
1600 Aimco Blvd., Unit #6
Mississauga, Ontario
L4W 1V1 Canada

Mobile: 905-625-2050

ivonne@igpoutsource.ca

www.igpoutsource.ca

How We Help!

Conducting many transactions and tasks remotely is **WHAT WE DO.**

IGP Outsource provides services for,

- Business to business quality lead generation
- Telemarketing
 - 20 years' experience
 - Customer retention calls
 - Follow-up calls
 - Product launch interest surveys
- Administration -
 - accounting to letter writing
- Data entry - saving valuable time
- Design - stationery suite, brochures
- Human Resources (HR) services
- IT support
- Mailing campaigns
- Marketing support
- Printing
- Promo kit assembly
- Sales training
- Translation (French)
- Tradeshow exhibit consultation, design and fabrication.
- Website development and design

Ask us ... we can help!!

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

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 done remotely or in person. Services can be performed under an independent contract for a time period or on a project-by-project basis.



Why IGP Outsource?

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

Whether daily,

monthly or yearly projects, **IGP** is the resource to help your business grow and prosper.



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 years of experience!

Lend **capability and 'size'** to your company credibility profile without staffing obligations. Delegate your 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.



**We provide
TIME for you
to make
your business
a**

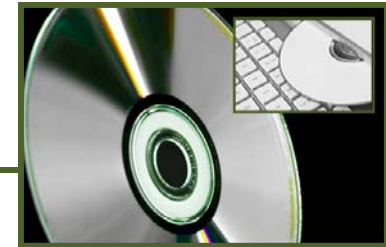


SUCCESS!



**Make IGP Outsource part of
your team for success!**

REMOTE Office Assistance!



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