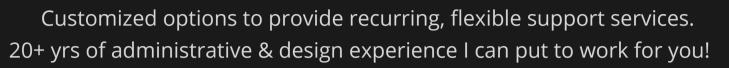
Administrative - Clerical - Graphic Design for Small Business Owners

Ever have one of those weeks when you thought, "I wish I had more time?" Call Tempus Fugit, we can arrange that!



## What could you do with an extra few hours a week to spend on *customers* instead of paperwork?

## The Time Block System gives you the flexibility to get help just when you need it. Each 2 hour block is dedicated to solely you and your business needs.

Simply decide how many blocks you will need and contact us schedule them. Use them when you need them, whether it's weekly or over time.

Your first block includes a 30 minute consult to discuss your needs and create a custom support plan. (Work perfromed remotely-on site available with a travel fee)



## Sample of Services

- Data Entry
- Notary Public
- Website Updates/Content
- Email Management
- Constant Contact
- Custom Designed Business Materials
- Social Media
- Event Support
- Appointment/Booking Confirmation

**1 Block=2 Hours** 1-2 BLOCKS @ \$60/block 3-4 BLOCKS @ \$54/block 5+ BLOCKS @ \$50/block

716-316-2933 Vanessa@tempusfugitservices.com tempusfugitservices.com **Contact Vanessa Rehac - let's talk about how I can help.**