



Administrative - Clerical - Graphic Design  
for the small business owner

*"Tempus Fugit"-Time Flies*

**Let me add a little more sand  
to the top of your hourglass.**



A sample of some of the services I provide.  
Don't see your task-just ask!

*Data entry*

*Email management & marketing tools*

*Website/SM content and updating*

*Appointment/Booking confirmation*

*Preparation of client mailings*

*Notary Public*

*On-Site options for travel fee*

*Individual Custom Design of Materials*

*Brochures - Signs- Postcards*

*Newsletters -Invitations for any occasion*

*Custom forms, planners, calendars,*

*Customized Journals/Pages for discbound*

*Planners (Happy Planner/TUL/ ARC...)*

**Contact Vanessa Rehac  
let's talk about how I can help.**