



## **WE OFFER THE FOLLOWING ADMISITRATIVE SERVICES**

- FILING**
- FEDEX SHIPMENTS**
- UPS SHIPMENTS**
- CERTIFIED MAIL**
- POSTAGE**
- PRINT / COPY**
- SCANS**
- VIRTUAL MAIL**
- SOCIAL MEDIA**
- ANSWERING SERVICE**
- FAX**
- MAILING SERVICES**