








## *Unique Office & Business Services Available in London Ontario*

### Dear Business Owner:

We hear it in person and in the media all the time. Companies are trying to get more done with fewer resources during these belt-tightening times. There are temp agencies available to help with answering the phone, typing letters or filing, but **is that all you need?**

For help that's built on more than two decades of successful experience, call Scott or Gloria Smith at **519-659-1616**. We provide **as-needed, affordable, on or off site office & business services** delivering:

 <b>Databases</b>	 <b>Documentation</b>	 <b>Office</b>	 <b>Training</b>	 <b>Websites</b>
Centralize your valuable paperwork with a fast-to-learn and easy-to-use computer system that's made just for you. Help with data analysis too.	Need a report written? A slideshow designed? Training material? A Survey designed and compiled? Creative and technical writing services for all types of information – on and off line formats	Word processing, Spreadsheets, Slideshows, Timeline Plans - all types of office work - new file set-up and editing of existing work.	Desk-side, email or classroom sessions on using all popular office software. Excel – PowerPoint – Project – Word – plus new course development. Tips & Tricks included.	Assistance acquiring your <a href="#">www</a> name and Internet account plus design or updating of your website pages including content writing, graphics and more.

**GS**

[www.sosgs.com](http://www.sosgs.com)

**519-659-1616**

[info@sosgs.com](mailto:info@sosgs.com)

**Affordable Rates Always  
Negotiable Payment Plans**

#### **Databases**

A Free pre-work quote will be supplied. \$65.00/hr.  
Data Help is \$39.00/hr.

#### **Documentation**

\$55/ hour.

#### **Office**

\$45 / hour – ¼ hour increments  
available: \$15.00 per 15 minutes.

#### **Training**

\$55/hr. Classroom Sessions Quoted.

#### **Websites**

Free Quote provided. Starting as low  
as \$359.00. Updates \$55.00 / hour.

*Plus GST*

*Discounts May Apply*

*Prices subject to change*

**GS** has been helping make office life easier for customers in London and surrounding area since 1993 and can be available to you too! Feel free to call **519-659-1616** anytime to chat or drop us an [email](#).

We hope that you will visit us online at <http://www.sosgs.com> to learn more.

Thank you for your time.

Kindest Regards,

***Gloria and Scott Smith***

*Please feel free to forward, share or print this page.*

Access ♦ Excel ♦ PowerPoint ♦ Presentations ♦ Project ♦ QuattroPro ♦ Word ♦ WordPerfect

*And many more – Inquire.*