



Providing diverse contract administrative and Graphics services for individuals, executives, contractors, and/or home-based businesses. Twenty Years of experience offering full-office support to Upper-Level Management

**FAST, EFFECTIVE RESULTS**

**NEW BUSINESS OWNER:  
LET TELA ENTERPRISES EVALUATE  
AND SET UP YOUR OFFICE.**

**PROFESSIONAL:  
LET TELA ENTERPRISES ORGANIZE YOUR  
OFFICE.**

**SPEND MORE TIME GROWING AND  
PROMOTING YOUR BUSINESS**

**LET TELA ENTERPRISES HANDLE ALL  
YOUR ADMINISTRATIVE NEEDS**

**WANT THAT SPECIAL, ONE OF A KIND  
INVITATION OR GREETING CARD?**

**LET TELA ENTERPRISES HANDLE ALL  
YOUR ADMINISTRATIVE AND GRAPHIC  
DETAILS**

**FOR RATES AND MORE  
INFORMATION CONTACT:  
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(214) 572-2440 FAX  
[terri@telaenterprises.com](mailto:terri@telaenterprises.com)  
OR VISIT MY WEBSITE  
[www.telaenterprises.com](http://www.telaenterprises.com)**

**LET US WORK FOR/WITH YOU!!!**

## OFFICE PROCEDURES

- WORD PROCESSING
- RESUMES
- OFFICE FORMS
- POLICY MANUALS
- MAIL MERGE
- LETTER COMPOSITION
- PRESS RELEASES
- PRESENTATIONS
- DATA BASE
- SPREAD SHEETS
- BILLING
- STATEMENTS
- ACCOUNTS RCVB/PYBLE
- BIDS
- PROPOSALS
- SCHEDULING
- MEETINGS
- CONFERENCE PLANNING
- TRAVEL/HOTEL AND ITINERARY
- CONFIDENTIAL MATTERS
- HUMAN RESOURCES ISSUES
- BOARD OF DIRECTORS MEETINGS

## SOFTWARE PROFICIENCY

- MICROSOFT OFFICE  
Word, Excel, PowerPoint
- VISIO TECHNICAL
- MICROSOFT PROJECT
- QUICK BOOKS
- INTERNET SEARCH ENGINES
- ACT
- SCHEDULE PLUS
- WORDPERFECT 2000
- PALM PILOT

## DESKTOP PUBLISHING

- LOGO CREATION
- BUSINESS FORMS CREATION
- BUSINESS CARDS CREATION
- PERSONALIZED GREETING CARDS
- PERSONALIZED INVITATIONS
- PERSONALIZED CD'S AND CD COVERS

## OTHER SERVICES

- MEETING PLANNING
- EVENT PLANNING



## ATTRIBUTES

- EXCELLENT COMMUNICATION, CUSTOMER/EMPLOYEE RELATIONS.
- ORGANIZED
- ABLE TO TRAVEL
- EXCELLENT VERBAL SKILLS
- PROBLEM SOLVING SKILLS
- TROUBLESHOOT MINOR SOFTWARE PROBLEMS
- ABLE TO INTERVIEW, TRAIN, AND HIRE OFFICE ADMINISTRATIVE PERSONNEL
- CREATIVE AND INNOVATIVE
- ON OR OFF SITE
- FLEXIBLE SCHEDULE

## ONLINE CONCEPT

WHILE THE IDEA OF OUTSOURCING MAY BE SLIGHTLY INTIMIDATING AT FIRST, ONCE YOU HAVE EXPERIENCED THE EASE WITH WHICH THIS SYSTEM CAN WORK, YOU WILL NEVER LOOK BACK.



## HOW IT WORKS!

EITHER IN PERSON OR JUST PHONE, FAX OR EMAIL YOUR INSTRUCTIONS TO TELA ENTERPRISES AND TELA ENTERPRISES WILL EMAIL THE COMPLETED DOCUMENT TO YOU.

(NOTE: DOCUMENTS CAN BE SAVED IN PDF FORMAT AND EMAILED TO YOU)



Online Concept