

TUT Group

The TUT Group prides itself on a high quality of service, fast turn around time on projects, and attention to detail.

We are here to handle the administrative work which allows you the freedom to concentrate on your core business and not the paperwork. The TUT Group has provided services to a wide variety of different industries. This diverse background gives the TUT Group a wealth of experience in many areas that we bring to clients. We pride ourselves on providing customers with high quality personalized services. The TUT Group can bail you out of a rough spot on a temporary basis or long-term —

virtually.



TUT Group

Phone: 313-447-2056

Fax: 313-447-2056

E-mail: contact@tutgroup.biz

www.tutgroup.biz



Providing Services to Businesses
from Accountants to Zoologists

Tel. (313) 447-2056

A Virtual Assistant is...

A Virtual Assistant (VA) is an Independent business professional providing administrative, creative and/or technical services. A VA uses current technology, compatible to their clients', to communicate and deliver data via email, phone, fax and US mail. A VA works off-site (their own office) to assist clients in a variety of areas and industries—usually on a contractual basis.



When do you need a Virtual Assistant?

- When your business is short on help
- If your company is forced to 'downsize'
- As soon as you know one of your staff members is leaving
- Because your budget cannot support a full-time person

Why the TUT Group?

- 20 Years Advertising, Marketing & Sales Experience
- 15 Years Medical & Legal Administrative Experience
- Experience in Collateral Design
- Proven Track Record

The TUT Group offers a wide variety of services to small businesses, non-profit organizations, entrepreneurs, salespersons, and individuals. We are flexible in meeting your needs which gives you many options in achieving your goals.



Some of our services include

Client Relationship Management

- Direct Mail pieces
- Customer Service Support
- Data Entry
- Data Maintenance

Marketing & Multimedia

- Presentations
- PowerPoint Presentations
- Flyers
- Brochures
- Newsletters
- Postcards



Clerical

- Schedule Meetings
- Live or Conference call
- Take Notes or Minutes
- Transcription
- Manuscripts
- Thesis
- General Correspondence
- Proofreading
- Editing Services
- Faxing
- Invoicing

More

- Call for specifics

TUT Group

Phone: 313-447-2056
Fax: 313-447-2056
E-mail: contact@tutgroup.biz
www.tutgroup.biz