

Reliable

WyldRoze Productions is dedicated to providing our clients with the best service and the quickest turnaround time on the market at affordable rates.

You can concentrate on the other tasks that fill your busy schedule; secure in the knowledge that a team of professionals are completing projects you're just too busy or short-handed to take care of yourself. We get it done. On time, every time.

WyldRoze Productions

*Professional.
Versatile.
Experienced.
Reliable.
Fast.*

"I use Anji's services and found her to be very **professional, conscientious and efficient**. She quickly grasps my business needs and produces required reports and surveys always within the stated deadline. I **highly recommend** WyldRoze Productions."

--Jenny Lewis

Performance Consulting Specialist,
Lewco Consulting Inc.

Free Consultation

WyldRoze Productions

Virtual Office Services & Management Support

Contact Us Today For Your **Free**
Initial Consultation!



WyldRoze Productions

Surrey, B.C.
Canada

email:

wyldroze@telus.net

website:

www.wyldroze.ca



WyldRoze Productions

Virtual Office Services & Management Support



*Your Problems
are Our Business.*

Professional

Your Problem

You're busy. Extremely busy. But no matter how overworked you are, there is always more that needs done.

As your business grows there will be times when you find yourself in a crunch— Without the time or the staff to handle everything on your desk. Where will you find the time? Where will you find the people? This can be a serious problem.

Our Solution

Solving your problems is our business. By outsourcing projects to us, you **save time and money**. Your current staff remains focused on more important tasks while all of your Office and Management Support needs are handled **quickly and professionally** off-site.

There is no need to hire additional staff. No need for salaries, benefits, and sick days. No reason to stress about where you'll find the time and the people to get things done.

We're right here, ready to solve these problems for you. You won't even have to leave your office.

Go Ahead, Contact Us Today.

Then sit back and relax. Congratulations. You've just improved your efficiency...and your bottom line.

Versatile

We have the skill and knowledge to handle a wide variety of tasks. Here are some of the many ways we can make your job easier.

Services

Marketing Reports & Presentations

Converted From Raw Data

(Word, Excel, PowerPoint, Publisher, Access)

Custom Form & Template Design

Comprehensive Invoices, Custom Purchase Orders, Easy to

Use Estimate Sheets, Agreements & Contracts

Manual & Electronic

Promotional Material Design

Business Cards, Brochures, Flyers, Letterheads, Forms,

Mailings

Survey Preparation

Set Up and Analyzed with Professional Statistic Reports and/or Presentations.

Web based & Manual

Word Processing & Editing

Manuals, Manuscripts, Contracts, Reports, Agreements,

Letters, Resumes, Newsletters, Mail Merge, Transcription

(Dicta)

Database Design & Management

Data Entry, Data Import/Conversions, Mailing Labels

Database Conversion Is Our Specialty!

Bookkeeping

Invoicing, Spreadsheets, Accounting System Set-Up, Tax

Submission Preparation, Expense Reports

Market Research

Internet & Research Library

Event Planning & Coordination

Trade Shows, Conferences, Travel & Accommodations

Experienced

When you engage our services you are drawing upon the skill and experience of a well-trained and highly professional virtual staff.

To illustrate the depth of experience that's available to you, meet Anji Williams.



Anji Williams,
Founder of **WyldRoze Productions**

Anji has over 20 years of office experience and extensive in-depth Industry knowledge. She has worked for over 500 companies in many different positions—from the mail room to the Executive and Operational levels.

Her computer skills include a multitude of operating systems (DOS & Windows from 95 to XP) and such Business software packages as Microsoft Office (Excel, Word, PowerPoint, Publisher, Access, Outlook, Visio), ACCPAC/Bedford, Simply Accounting, Word Perfect, and **many** more!

Throughout the course of her career, Anji has mastered all the skills of a Marketing Administrator and Executive Assistant. Her last office position before founding WyldRoze Productions was Logistics & Administration for a major Petroleum company.