

We offer:

Writing Services including: Business Correspondence, Copywriting, Ghostwriting, Newsletters and Brochures, Press Releases, Resumes, Bios, and CVs, and Web Copywriting

Graphic Services including: CorelDraw Graphics and Layout, MS Publisher for Desktop Publishing, Photo Scanning, and Xara 3-D with Animation

Web Design Services including: Basic Blogging, Xara Xtreme, and Xara 3-D Web Design

Administrative Services including: Appointment Scheduling, Database Management, Editing, Online Research, Proofreading, Transcription Services, Typing, and Word Processing (Word, Excel, PowerPoint, Access)

Marketing Services including: Branding, Cataloging, Coaching and Mentoring, Email Marketing, Information Retrieval, Logo and Tag Line Development, Public Relations, Time Management, and Consulting

Let us show you how working virtually can save you time, money, and cut your staffing needs by 67%.

We'll have your home office or satellite office upgraded to a fully acclimated virtual office in less than one week.

We'll do all of the work for you.
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Gemstone Business Solutions

Does your small business no longer seem so small?

Are you getting further behind every day?

Are you exhausted trying to balance the workload?

Then stop trying to do it all.

**Get control of this mess.
Start working virtually today.**