

**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.  
Sign up today.

Mention GBS673 and receive 10% off.

Get ready to say good-bye to the day-to-day chaos of running your own business alone.

We are just one mouse click away.

Gemstone Business Solutions  
Custom cut to your business needs.  
(540) 636-8249  
[www.GemstoneBusinessSolutions.com](http://www.GemstoneBusinessSolutions.com)

## **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.**