

## Booster is for Businesses!

Give your business or non-profit the gift of a team Booster, fractionalized business and administrative support when you need it.

## Help for businesses:

- Setting up services (PO boxes, phone lines, accounts, etc ...)
- Filing
- Organization: sorting, storing, shredding
- Client gifts
- Calendar/schedule management
- Correspondence, research, and phone calls
- Organizing meetings and appointments
- Errands

It would be our privilege to help you!

Send us an email or call us at 804.907.3770.

"Booster helped Little Star Books & Content send books to reviewers in a hurry, ensuring we had the blurbs we needed in time for our printing. When we're on a deadline and need extra hands, we turn to Booster (and give them five stars!)."

## ~ Joni

indie book publisher, always on a deadline, big fan of Booster, Henrico, VA

