



Progressive Business Solutions provides professional administrative services with exceptional, personal customer service. We look forward to assisting you with your business needs.



*Equine Business
Administration Specialist*



PROGRESSIVE BUSINESS SOLUTIONS

Carol M. Aldridge, Owner
P.O. Box 1096

Georgetown, Kentucky 40324

Phone: (859) 361-9416

E-mail: PBSolutions10@gmail.com

www.ProgressiveBusinessSolutions.net



Progressive
Business Solutions

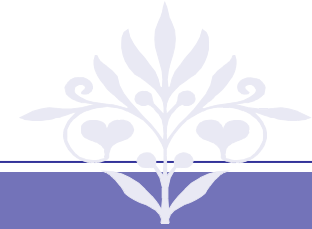
Creative Choices For Your Small Business Needs



PROFESSIONAL ADMINISTRATIVE SERVICES



PROGRESSIVE BUSINESS SOLUTIONS



Discover the benefits of outsourcing your business needs to a professional administrative assistant on an 'as needed' basis.

Progressive Business Solutions offers a wide range of custom administrative services to assist your business in achieving its highest level of productivity.

There's no need to incur the additional expense associated with hiring traditional staff. You will only pay for the time it takes to complete each specific task or project.



Unlike a temporary staffing agency, Progressive Business Solutions offers you the opportunity to partner with a highly skilled individual who will take an interest in your business, providing consistent, quality results.

Please review the following list of services to learn how Progressive Business Solutions might best meet your business needs.

SERVICES

DESKTOP PUBLISHING

- ✎ Newsletters
- ✎ Brochures
- ✎ Booklets
- ✎ Business Forms (print and online formats)
- ✎ Business Card & Stationary Design

WORD PROCESSING

- ✎ Mail Merge Documents
- ✎ General Correspondence
- ✎ Mailing Labels/Envelopes

MARKETING & PROMOTION

- ✎ Basic Website Design & Maintenance
- ✎ E-news Distribution
- ✎ Logo Design
- ✎ Ad Design
- ✎ Social Media

COPYWRITING

- ✎ Articles
- ✎ Profiles
- ✎ Press Releases
- ✎ Manuals

PROJECT MANAGEMENT

Let Progressive Business Solutions manage your next office project from start to finish.

OTHER SERVICES

- ✎ Meeting & Event Planning
- ✎ Client Contact Management
- ✎ Editing & Proofreading
- ✎ Online Survey Design and Analysis
- ✎ Internet Research
- ✎ Business Consulting
- ✎ Equine Business Management



***Locally Owned and Operated
25 Years Experience
Professional Customer Service
Guaranteed Results***