



Let Us Take Care of Your Business...
...While You Take Care of Business

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Contact: Elayne Whitfield – Owner
(705)725-8227

Email: ewhitfield@executiveassistance.org

Website: <http://www.executiveassistance.org/>

Local Business Supports Local Businesses

Barrie, ON. – Finally, a professional support service for small and home-based businesses is available in Barrie.

Executive Assistance provides professional administrative and marketing support to small and/or home based businesses. We specialize in word processing, marketing support and desk top publishing but also offer secondary supportive services such as invoicing, event planning, database management and others.

With the increase in the number of small businesses and home-based workers in Barrie the need for this type of service is great. Many start-ups and small business would rather avoid the expense of hiring an employee, providing office space and equipment and training them. Now there is an alternative.

Executive Assistance will also offer their services to medium and large companies on an as-needed basis eliminating their need to hire often inexperienced and untrained temporary office workers.

Elayne Whitfield, founder of the company, brings over twelve years of experience in both the small businesses and large corporate sectors and recognizes the need for this kind of service in the Barrie area. "We are fully equipped with the latest technology and experience in all areas of office administration from word processing, invoicing and payroll to more complex desk-top publishing and marketing support." states Ms. Whitfield, "Our company offers support so that our clients can concentrate on more important, revenue producing projects."

Executive Assistance is located in Barrie, Ontario and provides executive assistance virtually (across the Internet) as well as locally.

For more information please visit their website: <http://executiveassistance.org>

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