

Who Are We?

At KNP Administrative Services, we are completely dedicated to providing our clients with reliable, first-class administrative support.

We understand the demands that a small business can face.

With over 20 years combined administrative experience, as well as experience in real estate, catering, insurance, accounting, marketing, event planning, advertising, collections and finance, we are confident that we can assist with all of your administrative needs.

Our goal is to offer a service that is universally available, affordable, and convenient for the professionals on the go.

Let us help you!

Call Us Today For A Quote!

Kelley N. Marshall
248-943-2457

Ask me how you can save 5%!!!

KNP Administrative Services

P.O. Box 3161
Southfield, MI 48037-3161

Phone: 248-943-2457 • 786-277-8605

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KNP Administrative Services



*Virtual Assistance
At Your Fingertips!*

www.KNPAdmin.com

Is This You?

Have you ever wondered why there just never seems to be enough time in a day?

Have you thought of hiring a full time assistant, but the costs of employing someone stops you?

Are you working from home or a small office, and can't seem to justify hiring someone because of the lack of space, or lack of continuous work?

Are you looking for cost effective solutions to your daily business operations?

Is your business expanding too rapidly to keep up with the small details of day-to-day business?

Have you been working late hours and still finding yourself struggling to catch up?

If you have answered yes to any of these questions, then a virtual assistant may be the answer for you!



Services Offered

General Office Support

Data Entry, Spreadsheets & Databases, Research, Event/Meeting Planning, Editing, Transcription Services & Proofreading

Desktop Publishing

Flyers, Presentations, Marketing Materials, Newsletters, Catalogs, Brochures

Word Processing

Correspondence, Manuscripts, Meeting Notes, Business Plans, Form Letters, File Conversion

Finance Management

General Bookkeeping, Bill Payment, Invoicing, Collection Calls & Letters, Payroll, Checkbook Balancing

Mail Services

E-mail Management, Mass Mailings, Special Occasion Card Mailings

Human Resources

Reminder Service

Insurance & Investment Support

Financial Advising

Travel Arrangements

Real Estate Support

Catering

Need more information? Please feel free to contact us!

www.KNPAdmin.com

E-mail:
kelley.marshall@knpadmin.com

Still not convinced?
Here are some of the other benefits of utilizing our service:

*No employee overhead - There is no need for extra office space, no additional equipment to purchase, no benefits to pay for, no time lost for personal matters, no employee-related taxes. You pay only for the time worked.

*Bi-Lingual Service - Our partners are fluent in Spanish, both written and oral.

*Peace of Mind - You can focus your energies on cultivating and maintaining your business, while we focus on supporting your needs.

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