



## SOHO Support Solutions LLC

*Offering Creative Solutions for Creative Professionals*

You started your business to pursue your passion; but the realities of running your own business often dictate your schedule.

It's tough to be at your creative best when you are drowning under a stack of business cards, your latest mailing project, and the invoices you forgot to send out last month.

**SOHO Support Solutions LLC** gives creative professionals more time for critical activities that will generate higher revenue.

Do you want more time for:

- ◆ Billable client hours?
- ◆ Marketing your business?
- ◆ Networking online and off?
- ◆ Continued learning?
- ◆ Conducting seminars & workshops?

**SOHO Support Solutions LLC** can help focus on your core creative services by skillfully managing the following non-core tasks:

- ◆ Essential administrative tasks
- ◆ Project management
- ◆ Writing services
- ◆ Marketing support
- ◆ Mailing projects
- ◆ Customer relationship management
- ◆ Database management
- ◆ Voicemail management
- ◆ Email management
- ◆ Vendor follow-up
- ◆ Concierge services



*We'll help you reclaim time for your creative and promotional projects by managing essential administrative or writing projects.*

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**Create more time to pursue your business passion.  
Schedule your complimentary consultation today.**