



SMB Business Solutions
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All your charity admin needs under one roof

Do you want to bring your charity into the 21st Century but don't know where to start?

Then look no further, SMB Business Solutions can do it all for you.

With over 20 years Secretarial experience our Secretary can help you improve not only the image of your charity but also the effectiveness with which the information you collect is used and recorded.

As a member of the Virtual Assistants Alliance you can guarantee an excellent and friendly service at a competitive price.

- ✓ Membership Secretary
- ✓ Gift Aid Secretary
- ✓ Marketing Design
- ✓ Web Design & Upkeep
- ✓ Letter writing/Copy Typing
- ✓ Professional Magazines & news letters
- ✓ Minute Secretary (Chelmsford only)
- ✓ Data Input
- ✓ Event Planning
- ✓ Seeking of Grants and related form filing
- ✓ E-mail Services
- ✓ Press Releases
- ✓ Database Design/Mail Merges

**CALL NOW ON 01245 251551 FOR AN
INFORMAL DISCUSSION**

Some Charities and Businesses that already use us:
Clean Image Valeting Centre, Michael Benham Land Agents,
Chelmsford Mencap, Essex Respite Care Association,
Chartered Managers Institute, Reyfields Ltd

