



Fall/Early Winter 2009

Good Day.

I am pleased and excited to introduce you to **2 ASSIST YOU®** : a consummate clerical & administrative service that will alleviate universal day-to-day business and personal stresses, allowing you to accomplish both mundane and essential office-related tasks with our committed support. This company is able to manage your paperwork and other necessities while you remain comfortable without ever leaving your location. **2 ASSIST YOU®** produces incomparable results with every job accepted. We can achieve timelines that specifically fit your circumstances even when unforeseen or urgent situations are encountered.

My partner and I both have Master's level degrees in Education and a combined +35 years experience. We offer a diverse catalog of sample and blank forms from which you may choose or we will utilize whatever you provide to fulfill your requirements. If you are unsure of what is needed, **2 ASSIST YOU®** will facilitate in designing, creating and initializing new documents and procedures just for you. I believe in always putting the Client first and will devote myself to satisfy your requests faster, more effectively and to the highest standard possible.

I feel privileged to be able to contact you, and look forward to a long future of collaboration. As with the old adage, "A picture is worth a thousand words..." We acknowledge the magnitude of referrals and recommendations. With my sincere appreciation, I encourage you to let others know about **2 ASSIST YOU®** so we can provide them with our quality services as well. **** You get 20% OFF Your First Order AND for any referral that results in an order purchased from us, you will receive up to \$10.00 in Gift Certificates toward your next order (depending on the invoice total of the gift purchase).** * * *This discount is valid through 31 December 2009.*

I am grateful for this opportunity. I thank you for your time – It is a resource I will never take for granted. I welcome any and all contact from you. Until then...

Respectfully and on behalf of **2 ASSIST YOU®**,

Cindy Klein