

6201 Bonhomme Dr. Ste. 472-S
Houston, Tx. 77036
(713) 255-4331 office

Office Solutions/ Virtual Office Assistant

Take Your Business To The Next Level

Top Notch Global Enterprises, Inc. is happy to announce our newest service to our clients. Office Solutions and/or Virtual Office Assistant is a service that assists business clients with office solutions associated with day to day management & production. TNGE, Inc. office solutions team was started due to the overwhelming need for small businesses to have available to them a reliable & resourceful staff at an affordable rate.

We're Committed to Helping You

If you're looking for high quality and personal services, you've come to the right place. At Top Notch Global Enterprises, Inc. we will give you the attention and personal service you'll come to expect and enjoy.

Top Notch Global Enterprises, Inc. is locally owned and operated in the US. All services are performed by Company Trained Top Notch Professionals. At TNG Enterprises, Inc., we guarantee to provide our customers with professional services personalized for their individual unique business needs. We are available to meet with you to discuss your needs, 6 days a week.

Office Hours

Mon – Fri 10 a.m. – 6 p.m.
Saturday – By Appointment Only
Sunday- Closed

We do The Footwork For You!

Teamwork is the key to any successful business! Let us lead you in the right direction. Our staff members are professional, courteous and efficient.

Let TNG Enterprises, Inc. put our experiences to work for you!

To discuss how TNG Enterprises, Inc. can help you or for a quote on a specific project, please send an email to: pjones@topnotchnews.com

Use the Contact Us page to submit a request at www.topnotchnews.com

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SERVICES:

Personal Assistant

- Schedule & Maintain clients day to day office schedule
- Live Business Hours answering services
- USPS Mail Outs of all business Matters i.e. brochures, invoices, newsletters, etc
- Outbound Calls Associated with Need of client i.e. appt reschedule

General Office

- Data entry
- Clerical support services
- Word processing
- Power Point development
- Process review & development to streamline tasks and maximize efficiency
- Special Projects or Events

Event Coordination (Different Plans Available)

- Negotiating venue
- Arranging speakers and/or Artist(s)
- Materials Development and publication
- Event Registration, payment processing
- Day of Show arrangements

Other

- General mayhem management
- Creating order out of chaos

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RATES:

- Rates are billed monthly & pricing is dependent upon the type of work to be completed. Monthly services begin at \$250
- Hourly rates are billed at \$40 an hour. An estimated time of 5 hours is required for services if hourly & can be done on and/or off-site.
- Monthly recurring clients are preferred and negotiating rates available to long-term projects and/or clients.

LOCATION

- Assignments are completed at our office location:
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Thank you for your inquiry in TNG Enterprises, Inc.'s services. We look forward to having you as one of our valued clients.

Thank you,

Philicia Jones Savage

CEO

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