

Robin Boland

Robin Boland began providing administrative support to busy professionals in 1992. She enjoys a wide variety of clientele who work as insurance brokers, educators, producers, financial planners, upstart dot com companies, professional organizations and medical professionals.

Robin takes a active interest in her clients and their success. Clients can call on her for long term goals in achieving/completing a plan or project, as well as the last minute job that just has to get done.

Robin's background is in insurance administration and therefore she has gained strong customer service skills as well as the ability and drive to go the extra mile to get the job done - - and RIGHT!

If you are in need of a support person to help you achieve your goals:

Robin Boland

Anything You Need Done . . .

**“We’ll
Do
it”**

**Office
Support
Services**

Robin Boland

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619.593.3002

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errandsrdone@home.com

We'll Do It
1007 Bostonia Street
El Cajon, CA 92021
Robin Boland

Word Processing

It is your choice: Robin can work closely with you to create the document you desire, or you may tell her what you are looking for and she will create a document for you in any one of (but not limited to) the following categories:

Flyers	Announcements
Handouts	Booklets
Newsletters	Directories
Brochures	Name Tags
Master Forms	Cover Pages
Invoices	Reports
Applications	Spreadsheets
Leases	Planners
Booklets	Proposals
Presentations	Correspondence

Fax Broadcasting

Send Information to your valued clients and prospects

Faster than mail
Cheaper than mail
Personalized cover sheets
Up to 1000 faxes*

Try this instead of your next mailing and save money!

*one time data entry may be required

Office Assistance

Organization Services

Set up of a filing system
Implementation of your system
Increase productivity
Enhanced work environment

Data Entry

Logging of your clients and/or
Pertinent business information and/or
Contacts, Billing or Check Register

Spend time doing what you do best
Let Robin take care of the rest.

Customer Care

Do you provide a product or service to clients and want to know how their experience was? How you can help them further? Improve your service?

Do you send out bids or proposals that need follow up?

We Offer Follow-up Telephoning.

Personalized Script Development
Let Clients Know You Care!

Provide the best service possible.

Pricing

Word Processing

Basic Word Processing \$15.00 Hr
Enhanced Word Processing \$20 Hr
Writing or Graphic Creation \$22 Hr

Administrative Assistance

Off Site 1 Hr Min \$15 Hr

On Site 3 Hr Min = \$50
Each Additional Hr \$16

Customer Care

On Site \$16 Hr (3 Hr Min)
Off Site \$14.50 Hr (1 Hr Min)

Call Robin Boland Today

at 619.593.3002

or

Send an E-mail to

Errandsrdone@home.com