

UNFORTUNATELY, CHANCES ARE THAT YOU ARE NOT MADE OF GOLD

IF YOU WERE, YOU WOULD NOT BE IN BUSINESS, YOU WOULD BE RELAXING ON A WARM BEACH...BUT, IN REALITY, YOU ARE A BUSINESS PERSON AND WORKING HARD TO KEEP EVERY PENNY YOU MAKE AND FACED WITH TODAY'S BUSINESS WORLD OF EVER CHANGING TECHNOLOGICAL ADVANCES AND OPERATIONAL EXPECTATIONS.

ALONG WITH YOUR SPECIAL TALENTS, YOUR BUSINESS NEEDS A TECHNOLOGY AND MARKETING STAFF. ADD THE COST OF ACCOUNTING, ADMINISTRATION AND SECRETARIAL NEEDS AND THAT RELAXING BEACH LOOKS FARTHER AND FARTHER AWAY.

OUR ON-CALL OPERATIONS AND TECHNOLOGY SUPPORT TEAM CAN HELP, BUT ONLY WHEN YOU NEED IT. WHY PAY FOR A FULL-TIME OR EVEN PART-TIME STAFF PERSON WHEN YOU ONLY NEED SOMEONE JUST ONCE IN A WHILE?

WE ARE A VIRTUAL OFFICE AND TECHNOLOGY TEAM WITH A LOCAL TOUCH. ALL OF THE ADVANTAGES AND SAVINGS OF INTERNET OFFSITE SERVICES YET WE ARE LOCAL AND ACCESSIBLE, WHEN YOU NEED US.

OUR MANAGEMENT TEAM OFFERS OVER 50 YEARS OF SUCCESSFUL BUSINESS OWNERSHIP AND OPERATIONS IN THE GULF COAST.

YOU CAN PAY MORE ELSEWHERE BUT YOU WILL NOT RECEIVE BETTER, PERSONALIZED SERVICE.

All of your Business Technology
Needs...Done

SILENT ASSISTANT, L.L.C.
2301 N. HIGHWAY 190, SUITE 8
COVINGTON, LA 70433-9051



Your On-Call
Business
Operations and
Technology
Support Team

INTERNET SERVICES

WEBSITE DESIGN AND HOSTING

E-MAIL SOLUTIONS

VOIP (VOICE OVER IP)

E-PUBLISHING

CLOUD SERVER DESIGN AND HOSTING

INTERNET BASED SOFTWARE PROGRAMS
DESIGN, DEVELOPMENT AND IMPLEMENTATION

SEARCH ENGINE OPTIMIZATION (SEO)

TECHNOLOGY SERVICES

WINDOWS AND APPLE SYSTEMS

DATABASE DESIGN AND IMPLEMENTATION

NETWORK DESIGN, INSTALLATION AND
IMPLEMENTATION

TABLET (IPAD, GALAXY, AND OTHERS) SETUP
AND TRAINING

GROUND UP LAN AND WAN DESIGN,
INSTALLATION AND MAINTENANCE

WINDOWS AND APPLE SERVER INSTALLATION,
TROUBLE SHOOTING AND MANAGEMENT

PC/MAC SETUP, TROUBLESHOOTING, AND
SOFTWARE INSTALLATION

ON-SITE AND ON-LINE BACKUP SOLUTIONS

MULTI-FUNCTIONAL SECURE WIRELESS
SOLUTIONS

METRO-E SOLUTIONS

CUSTOM SOFTWARE PROGRAM DESIGN AND
DEVELOPMENT

THE BOTTOM LINE

WE ARE SMALL BUSINESS PEOPLE,
JUST LIKE YOU. OUR DEDICATED
GOAL IS TO BRING YOU THE MOST
EFFECTIVE YET ECONOMICALLY
APPROPRIATE SOLUTIONS FOR
YOUR BUSINESS OPERATIONS AND
TECHNOLOGY NEEDS.

YOU JUST WANT TO HAVE YOUR
SYSTEMS AND BUSINESS
OPERATIONS WORKING! WHEN
YOU NEED TO ACCOMPLISH
SOMETHING TECHNICAL OR TO
HELP YOUR ADMINISTRATIVE
NEEDS, YOU NEED TO TALK TO
SOMEONE IN PLAIN ENGLISH!
YOU NEED THE BOTTOM LINE...
CAN IT BE DONE AND
HOW 'LITTLE' CAN IT COST?

TELL US WHAT AREAS YOU WANT
HELP IN, WHAT YOUR NEEDS ARE
AND WE WILL DEVELOP A
SOLUTION FOR YOU. IF WE CAN
NOT MEET YOUR NEEDS, WE WILL
TRY TO HELP YOU FIND SOMEONE
WHO CAN.



2301 N. Highway 190, Suite 8
Covington, LA 70433-9051

985-327-0895 504-837-6046 Fax 888-901-4349
myteam@silentassistant.com www.silentassistant.com

BUSINESS SERVICES

DATABASE DESIGN AND IMPLEMENTATION

BACK OFFICE SUPPORT

RESEARCH (PRODUCT/VENDOR/PEOPLE)
ACCOUNTING/INVOICING (CPA SUPPORTED)

CORPORATE TRANSCRIPTION

DOCUMENT MANAGEMENT

AUDI/VIDEO FORMAT CONVERSATION

GRAPHIC DESIGN

CALENDAR/APPOINTMENT MANAGEMENT

CALL CENTER

KEYNOTE/POWERPOINT PRESENTATIONS

BROCHURES AND FLYERS

LOGO CREATION

MANUALS AND TRAINING MATERIALS

MARKETING SUPPORT

E-MAIL/INTERNET MARKETING

SMARTPHONE SETUP AND INTEGRATION

DATA ENTRY AND ENTRY

DATA EXTRACTION

MASS MAIL, E-MAIL AND BULK FAXING

AND MUCH MORE...

NEW CLIENT COUPON?? 2 For price of 1 ??

EVERYONE LIKES DEALS BUT WE ALL KNOW THAT YOU
PAY FOR THE 'DEALS' ONE WAY OR THE OTHER. ALSO,
IF A BUSINESS CAN AFFORD TO GIVE YOU A GREAT PRICE
ONCE, WHY NOT ALL THE TIME? WHY CHARGE A NEW
CLIENT LESS THAN CLIENTS WHO HAVE BEEN WITH US
FOR A WHILE?

MENTION THIS COUPON AND WE WILL PROMISE TO GIVE
YOU THE LOWEST POSSIBLE PRICE FOR YOUR SERVICE.
WE WILL ALSO COMMIT THAT IF AFTER STARTING THE
WORK, WE FIND THAT WE CAN SAVE YOU MORE WE
WILL PASS THE SAVINGS ON TO YOU.