



# Interim Business Solutions

*Your Onsite & Virtual  
Administration  
Partner*

**Connect With Us:**

[www.facebook.com/InterimBusinessSolutions](http://www.facebook.com/InterimBusinessSolutions)

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**Skype:** interim.business

Interim Business Solutions broad range of services and experience will assure you and your business gain the administrative support from one service provider so you will be free to work on your business, not in your business!

Our general administrative services include:

- virtual assistance
- office support
- executive/personal assistance
- business documentation
- maintain websites/blogs
- recruitment support
- transcription

Our social media services include:

- setup and customise Twitter, Facebook and LinkedIn accounts
- customise Twitter backgrounds
- professionally designed Facebook landing tabs
- professionally designed side banners
- social media support e-books available via our website

**Visit our website for other special packages on offer!**

By engaging Interim Business Solutions, you will:

- save time
- reduce your administrative costs
- receive information learnt in a number of business areas
- have an enthusiastic sounding board to bounce ideas off

# Interim Business Solutions

Not sure about a Virtual Assistant but know you need support?  
Call Interim Business Solutions for a free phone consultation to find out  
how we can support you and your business.

**Call now on 1300 377 427**