

How can I help you?

Web Support Services

- Web Site Development
- Web Content Maintenance

IT Support Services

- Software Installation/Training
- Database Design
- Computer Set-up

Accounting, Billing, Business Taxes

- Small Business Accounting
- Tax Preparation

Office Support Services

- Secretarial Services
- Data Entry, Filing, Mailings

Personal Services

- Personal Chef Services
- Trip Planning/Booking
- Wedding/Event Planning

Call (480) 671-5186

or send an email inquiry to
suz480@yahoo.com

Visit my website at
www.suzannesofgoldcanyon.com

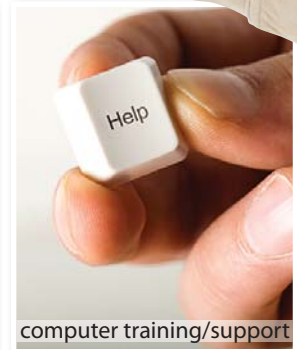
I provide personal assistance and lifestyle management to individuals and businesses within the Gold Canyon Community.

How can I help YOU?

Suzanne's of Gold Canyon



personal chef services



computer training/support



small business accounting



personal shopper

Treat Yourself to a
Pair of Helping Hands!

FREE CONSULTATION ~ REFERENCES AVAILABLE

Personal Assistance and Lifestyle Management

customized to meet the needs of your busy schedule.

personalservices

- Personal Chef Services
- Menu Planning
- Meal Preparation
- Trip Planning/Booking
- Pet Sitting
- Special Event Planning
- Wedding Floral Service



office support

- Technical Writing
- Secretarial Services
- Copying/Printing
- Messenger Service
- Supply Shopping

software training, computerservices

- Internet Training
- Software Installation
- Software Training
- Database Set-up
- Computer Set-up
- Data Entry
- Web Page Design
- Web Content Maintenance



accounting, billing, administrative

- Small Business Accounting
- Profit/Loss Statements
- Tax Preparation
- Health Care Billing

**Suzanne's
of Gold Canyon**

Cut out this coupon for a 10%
discount on any service