

Central Office Management Solutions
www.centraloffice1.com ~ 317-610-5997

Client Services

as of February 2007

ADMINISTRATION AND OPERATIONS

Telephone service; voice mail
Database management
Desktop design and publishing (newsletters, brochures, directories)
Copying, printing, faxing
Technology: web maintenance, blast emails
Conference room for meetings

FINANCIAL MANAGEMENT

Bookkeeping - data entry
Quick Books accounting
Online credit card processing
Pre-tax return preparation
Accounts Receivable - Payable
Monthly - quarterly reporting

MEMBER SERVICES

Membership renewal processing
Non member recruiting
"Contact Us" e-mail response for member inquiries
Online registration for events
Annual Directory promotion
Continuing education planning

MEETING AND CONVENTION MANAGEMENT

Registration and Setup
Speaker Bookings and Arrangements
RFP'S and Negotiation
Exhibitors and Sponsorship
Marketing and Promotion

PRESENTATIONS SPEAKERS BUREAU

Representing national speakers
professors and educators
leadership and management
celebrities, authors
entertainment

KEYNOTES - WORKSHOPS - BREAKOUTS