

	REGER	Academy Consulting Group	Anthony & Associates	H2L Solutions	The JLA Group	Kizano Corp	RMGI Solutions	Strategic Resources, Inc.
<b>Administrative and Operations Services</b>								
Day-to-day office administrative support services	X	X	X	X	X	X	X	X
Financial planning	X	X	X					
Billing and recordkeeping	X	X	X	X		X	X	
Letter drafting	X	X	X	X	X	X	X	
Document editing or proofreading	X	X	X	X	X	X	X	
Typing, word processing or desktop publishing	X	X	X	X	X	X	X	X
Secretarial services	X	X	X	X		X		X
Answering telephone calls	X	X	X	X	X	X	X	X
Relaying messages	X	X	X	X	X	X	X	X
Postal and mailing services	X	X	X	X	X		X	X
Facsimile services	X	X	X	X	X	X	X	X
Word processing services	X	X	X	X	X	X	X	X
<b>Court Reporting and Stenotype Services</b>								
Verbatim reporting and stenotype recording of live legal proceedings,			X					
Transcribe subsequent recorded materials			X					
Address bar coding services		X					X	
Bar code imprinting services,		X					X	
Mail presorting services	X	X					X	X