

# BLUE MOOSE

*Is Paperwork & Day to Day  
Administrative Tasks  
Limiting Your Time to Focus  
On Running Your Own Business ?*



**Blue Moose Design Services**  
is committed to helping businesses improve their office management strategies by offering a VIRTUAL OFFICE solution.

**With a broad knowledge base of office management, accounting and digital graphics software, there is an effective and efficient cost saving SOLUTION to any business.**

**Virtual Office Solutions available Include:**

## WORD PROCESSING

- Business Correspondence
- Reports & Presentations
- Manuscripts
- Marketing materials
- Mail Merges
- Financial Documents
- Resumes & Cover Letters
- Teaching Materials: Syllabus, Lesson Plans, Tests, Handouts
- Signs, Posters & Banners
- Newsletters

## BOOKKEEPING

- Company Setup
- General Ledger
- Payroll
- Accounts Payable
- Accounts Receivable
- Account Balancing
- Trial Balancing

## POWERPOINT PRESENTATIONS

- Concept Design
- Graphic Design
- Editing
- Transitions

## DATA ENTRY

- Client Records
- Marketing Database
- Address book
- Data Entry and Maintenance
- Word Processing of Reports
- Formatting of Graphics & Tables

## COPY WRITING

- Brochure Design & Text Copy
- Website Text Copy
- Press Releases
- Business Letters

## DESKTOP PUBLISHING

- Marketing Materials
- Newsletters
- Flyers
- Brochures
- Labels
- Certificates

**And More...**



**BLUE MOOSE DESIGN SERVICES**  
24387 Hwy 395 N.  
Kettle Falls, WA  
Ph: (509) 738-6950