
Save Time

QuickPro Administrative Services can help you by freeing you up from time consuming administrative office projects, or personal tasks. Let us help you so you can then concentrate on your business, making you more productive, hence more successful.

Save Money

Why hire a secretary for only a single office project, when you can call on QuickPro Administrative Services for office support on short notice. You will save money on overhead costs like insurance. Since we can provide you with virtual assistance, you don't need to provide office space for an office temp, or employee to work.

Save Aggravation

Let QuickPro Administrative Services help unburden you of any unnecessary stress, and help put your mind at ease with our commitment to providing quality professional admin. support. Get rid of the headache of trying to juggle, and keep appointments. Our Virtual Assistant has 25+ years of admin. experience to help you in the office. Let us be your virtual office!

Travel to Malta

Do you need conference ideas? Do you need an exotic place that's peaceful and beautiful and yet can accommodate all of your conference or wedding needs?

Why not consider having your next conference or wedding in.... Malta, yes Malta an island just off the coasts of the following countries: Italy (Sicily) and Tunisia in the beautiful Mediterranean Sea.

Did you know that Malta has the following features?

- An International Airport
- Exclusive 4 and 5 star hotels
- Languages spoken: Maltese/English
- Member of the EU since 2004
- Visa not required for EU or US Citizen
- Climate: Mediterranean, mild winter and hot dry summer season

Have an on-site event team for your upcoming conference/wedding. They are an all-in-one service where you get the total package.

Let Jean N. Baker of QuickPro Administrative Services at: www.quickproadministrativeservices.com connect you to the wonderful people of Malta for your next upcoming conference/wedding.

QUICKPRO ADMINISTRATIVE SERVICES

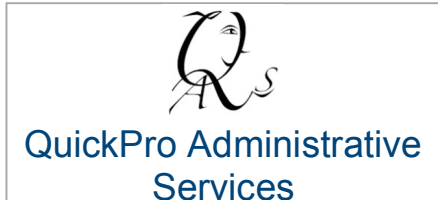
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Phone: 972-302-7513
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Email: jquickproas@verizon.net

Quality, Affordable Administrative Services

We go the extra mile for you!



Malta



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About Us

QuickPro Administrative Services was established in 2007 to provide its clients with top quality administrative services at affordable prices. At QuickPro Administrative Services we believe you deserve the same high level of service whether you are on a budget or not. Our pricing/billing are uncomplicated unlike the rest.

Jean Baker is a proud member of Cambridge Who's Who. Let her drive and high energy be an asset for your business.



Jean N. Baker
President

QuickPro Administrative Services

Our Services

Jean Baker brings to her 25 + years of experience to serve your company with the following skills and services:

- Competitive Research
- Internet Research
- Word Processing
- Word documents/business correspondence
- Mail Merge
- Office Management Consulting (on site)
- Administrative Support
- Accounting/Bookkeeping pros
- MS Excel Spreadsheet Exports
- Purchasing & Procurement Specialists
- Legal Research

Contact Jean Baker at 972-302-7513 for a free quote on our services.

Our business office hours are 24/7.

We also have a client referral program.

Malta

Imagine holding your next business conference or destination wedding with the beautiful Mediterranean Sea at your feet, and it's many historic sites as a backdrop. Imagine all this in the comfort of four and five star hotels. Just some of the services that will be provided for a conference are:

- Hotel Bookings
- Registration
- Transportation
- Venues Selections
- Incentive Services
- Contracting and Negotiations
- Product launch
- Congress
- Conventions
- Business meeting
- Conference or seminar
- Entertainment

For a complete list of services for conferences and destination weddings, let Jean N. Baker of QuickPro Administrative Services connect you to the wonderful people of Malta for your next upcoming conference/ destination wedding.

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ADMINISTRATIVE
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