

## **Issue 2 of Our Monthly Email Newsletter brings you:**

- Plans for our 5 Year Anniversary celebration
- A web link to our updated brochure
- Two new services that we offer outlined
- Top productivity tips to help get things done each day

## **5 Year Celebration plans for Feb. 4th**

This Sunday, February 4<sup>th</sup> marks our 5<sup>th</sup> Anniversary in business. We planned a celebration dinner for all of our hard working employees and their spouses on Saturday, Feb 3<sup>rd</sup>. Villa Barone, located just 2 blocks north of our offices in the Northeast Bronx will host our get-together.

As we continue to celebrate our 5<sup>th</sup> Year with offering all existing clients and recipients of our newsletter monthly specials during 2007 we are proud to announce February's Special.

**½ OFF Paper Shredding  
when we scan your documentation.**

## **Updated Brochure available on-line and in print**

We have updated our brochure to feature our **FREE** software package. This lookup software is completely customized for the business that it is being used by. Scanned images created by Business Alternatives are instantly available on your PC ~ no more searching through file folders and file rooms. Click the following link to be directed to the on-line copy of this brochure.

<http://www.businessalternatives.com/images/Business%20Alternatives%20Brochure2.pdf>

## **Business Alternatives' new service offerings**

Our service lineup has greatly expanded in the five years that we have been in business. Two of our newest services include: AWD Service offerings and Off-Site Records Storage. Read more by clicking the following links:

<http://www.businessalternatives.com/awdusers.php>

<http://www.businessalternatives.com/services.php>

## **Top Productivity Tips**

- #1 – Create a prioritized To-Do list for each day's activities. Items included on the list should be attainable.
- #2 – Start your morning ½ an hour earlier. This allows you to get moving and by 9:00am you have usually accomplished something.
- #3 – Eliminate distractions around you. Turn off the radio, jump off the Internet and start knocking things out.
- #4 – Multitask when possible. Waiting for a printout or time between phone calls ~ try removing one of those menial tasks from your day.

### **Did You Know:**

Business Alternatives will work with together with your company on an efficiency solution. Data Entry or Imaging or Both! Click the link here: [www.BusinessAlternatives.com/quote.php](http://www.BusinessAlternatives.com/quote.php) to be directed to our website Request A Quote page.

### **We Value Your Input**

We would love to hear from you and we welcome your comments and suggestions for future editions of this newsletter. Please click here to send an email to: [newsletter@businessalternatives.com](mailto:newsletter@businessalternatives.com)

### **What some of our customers are saying:**

"Impressive!"

*Tom, NYC*

"Stepped my company through the whole process."

*J.S., MA*

"Definitely using you guys again. Everything was delivered 100%."

*Johnny, TX*

"The program created for us has saved us roughly 20 hours a week. It is like getting a part-time employee for free!"

*Jack, NC*

"Customer service is a priority and I can only give Business Alternatives A+!"

*Maria, NJ*

"They picked up our paperwork and returned the images to us in just 2 days."

*Mike, NY*

"We needed 10,000+ records keyed in 2 business days. Man was I pleasantly surprised."

*M.J., GA*

