

About the Company

Maryland Secretarial Services, Inc. began in 1997 after Founder, Cynthia R. Freland, completed a successful career developing documents and reports. Ms. Freland saw the need and decided to become proficient in many software programs to offer word processing, data entry, desktop publishing, and transcription. Her software skills include Microsoft Word, Excel, PowerPoint, Publisher, Corel WordPerfect, and QuickBooks, the most popular and efficient software products on the market.



Visit us online at www.webmss.com

Why use a Secretarial/Virtual Assistant service?

Perhaps you own a small business and your administrative assistant is on vacation or ill, or you simply don't need one full time. A wonderful aspect of using our service is that you only pay for the work you need done and none of the salaries, taxes, health or workers' compensation insurance, computer equipment, and office space involved with a full time employee!

What we do:
Word Processing
Data Entry
Desktop Publishing
Transcription

Experienced Professionals

Maryland Secretarial Services, Inc. provides reliable, professional and confidential offsite word processing, data entry, transcription, and desktop publishing at very reasonable rates to businesses of all sizes, government agencies, organizations and individuals. Each of our word processors have more than five years experience with Microsoft Word and Excel.

Save Money!

Using an independent contractor, you simply pay for the tracked time dedicated solely to your projects, and only a few hours a week can make a wealth of difference. Imagine: No taxes. No health insurance. No office space. No computer equipment to purchase. No payroll. No hassles. No time-wasting chit-chat. You will be surprised at how much money you will save!



Save Time!

There are many challenges businesses encounter and we understand the dichotomy in the "doing it all" mindset. Not only are they doing what they do best (their trade), but they are also trying to keep afloat in those areas that are necessary, but not necessarily the most beneficial use of their time. They're juggling professional time with wrestling the computer, mail-merge letters, invoicing clients, researching marketing ideas...all tasks we can easily and professionally manage for you.

Testimonials

“...very accurate and consistently on schedule...”

Douglass J.J. Peters, President
The Peters Group, Bowie, Maryland

“MSS eliminates tension by providing excellent administrative support at an affordable rate.”

Robert A. Clemetson, Pastor
Redeeming Love Christian Fellowship Tabernacle
Cottage City, Maryland

“...fast, reliable, and affordable...”

Paul F. Grabarek, President, CEO
P.F. Grabarek & Associates
Severna Park, Maryland

“...a very professional job...was available to work in the evenings and over the weekend...”

Charles Howard, Professor
Coppin State College, Baltimore, Maryland

“Man, what a good job!!”

Derek Cork Woods, President
Buffalo Soldiers Motorcycle Club
Springfield, Massachusetts

Services we Provide:

Data Entry:

- Archives
- Contact Management
- Database Design and Management
- Mailing Labels

Desktop Publishing:

- Booklets
- Brochures
- Business Cards
- Flyers
- PowerPoint Slide Shows
- Procedure Manuals

Internet:

- Email Newsletter
- Internet Research

Transcription

Word Processing:

- Academic Papers
- Interrogatories, Motions, Orders, Requests for the Production of Documents
- Letters
- Mail-Merge
- Resumes and Cover Letters



12105 Whiston Ct, Bowie, MD 20715

(301) 352-7927, fax: (301) 352-8636

webmss33@aol.com, www.webmss.com



BUSINESS SUPPORT YOU CAN AFFORD



“We meet your deadlines...not ours!”