

# New Guide Reveals the Quickest Way To Start a Successful Secretarial Services Business

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With the current economy, more and more people are looking for ways to add a second stream of income to their regular job or replace their job entirely.



Many people who have typing skills want to make money with at home typing and data entry work. But many are looking in the wrong places and they often fall for online typing and data entry programs. These types of programs will only pay them a commission when they sell someone else's product as an affiliate. Don't fall for promises of easy money. You'll be disappointed.

One of the few ways to get legitimate typing work from home is to run a secretarial service business.

Are you wondering how to get started and how to get clients? A new guide will show you how.

Guide creator Leva Duell has been there: "I know exactly how you feel because I have been there. Fourteen years ago I bought a used computer with my credit card. Then, I had to figure out a way to pay off my credit card fast. So, I decided to provide secretarial and typing services from home. I learned as I earned and made many mistakes. This guide is the result of my experiences. I want to make it easy for you to start earning extra money quickly and bypass the mistakes I made."

**The guide covers things like:**

- A step-by-step start-up checklist that will tell you exactly what steps to take and in what sequence.
- How to get clients, who your most profitable clients are and how to market to them effectively.
- Prewritten letters and postcards to promote your secretarial services.
- How to charge for your services. Get this right and you'll be profitable. Get this wrong and you may find yourself without any clients.
- And much more...

Starting a successful secretarial services business does not have to be complex or expensive if you have a plan of action and follow it. And that is what this guide provides, from start to finish. By using this guide you can cut down the time it takes to get up and running and getting your first clients.

For more information go to <http://www.startasecretarialbusiness.com/>

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