



Working on Your Own? Tired of Being Your Own Secretary? Late in Sending Invoices?

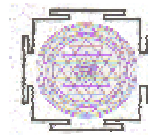
If your work is too complex or you are swamped, LearningWorks now offers administrative support services for individuals or small groups.

Monthly packages or hourly rates can be arranged which include:

- *letters*
- *invoices, including follow-up*
- *meeting space on evenings and weekends*
- *limited office space during the day*
- *reports*
- *handouts*
- *photocopying*
- *faxing*

*As part of the monthly package, and at no additional cost, you will be:
invited to our breakfast network meetings (every 6 to 8 weeks)
have access to our e-mail newsletter which is sent out quarterly
to our clients*

FOR FURTHER INFORMATION, CONTACT US:



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