



STRATEGY GROUP INTERNATIONAL LLC



"CREATING TIME...SUPPORTING YOUR BUSINESS"

VIRTUAL OFFICE SOLUTIONS

ABOUT STRATEGY GROUP INTERNATIONAL

Strategy Group International is a full service business services firm combining the best in strategic consulting, analysis and planning, with experienced business coaching. SGI's mission is to advance ownership decision making, drive management action, guide marketing direction and stimulate overall company performance for improved bottom line growth.

WE SERVE THE SMALL BUSINESS OWNER

We help businesses grow to be self-sufficient. SGI is an effective resource to handle all of your marketing, sales, administrative and technical support functions during any phase of your business — from growth and development to expansion. We have created a host of foundational office and business services that can drive your business to success. Since our services are designed to be shifted back into your operation when it is ready to take it, you use only what you need when you need it.

We are available to help you take your business up to the next level!

VIRTUAL OFFICE SOLUTIONS - Handpick any of our services that are right for your business today and modify them as your needs change

MARKETING AND SALES

Market Research/Analysis

Analyze your company requirements and utilize research tools that generate business, increase sales and alter perceptions

Direct Mail Campaigns/Surveys

Create, produce, print and mail out direct mail pieces. Distribute/conduct, track and provide results of mail/telephone surveys

Lead Generation/Development

Teams with you to develop direct mail, email and follow-up telephone strategies intended to build relationships with your target market. SGI updates your contact reporting system records and maintains results

Marketing Calls/Scripting

Evaluate viable prospects and make marketing calls to develop leads, schedule appointments, follow up on prospects and build relationships to grow your company's reach into its market share. Use your script or we will develop one for you

Promotional Materials

Create, write, produce, print, supply and distribute product flyers, newsletters, promotional packages, PowerPoint presentations, disks, CDs

E-Mail/Fax Blasts

Provide the vehicle that sends your message to niche markets

www.strategygroupinternational.com - PO Box 704, Morris Plains NJ 07950



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Trade Shows/Expos/Product Promotions

Research venues and other opportunities to promote and expand market reach and guide you through the process. If needed, SGI has Presentation equipment rentals available

Public Relations

Streamlined, individualized program gets message out to your market place. Write and submit press releases to strategic print and interactive multi-media

ADMINISTRATIVE AND TECHNICAL

Data Entry and Word Processing

Act as your virtual secretary and data entry clerk

Virtual Office Assistance

Allow an SGI team member to become your executive assistant to take care of miscellaneous details or set appointments, they will free up your time to work on your business

Call Center

Have your phone line answered, creating a positive first impression. Your customer's call is routed directly to us. We respond by using the greetings and personal/business information you have specified. The caller's message is delivered to you at the time of your choosing via the communications medium you desire

Database Creation/Maintenance

Build and manage your database, instead of you, that points to your target markets. Prepare and input information into a contact management system according to your requirements

Tech Support

Put your database in effective working order to increase sales and profitability. Provide formatting and word processing for surveys, tables and graphics for reports and presentations

Website

Creative design, development, maintenance and hosting of your website

Internet Research

Comprehensive searches provide practical information using the internet

Bookkeeping Services

Manage your QuickBooks or any popular accounting system on a weekly or monthly basis—provide on-site bookkeeping support