



VIRTUALLY DONE!
BUSINESS SUPPORT SERVICES

has incorporated
under the name

acorn, inc.
BUSINESS SUPPORT

231-4601
acorn@vt.edu

Acorn will market temporary services to companies outside of the CRC but will continue to provide business support services to CRC companies.

acorn offers:

Receptionist/Administrative Services

Administrative assistance using the products offered by MicroSoft Office '97 (Word, Excel, Access and PowerPoint).

Creative Marketing and Design Services

Newsletters · Brochures · Advertisements · Logos · Business Cards · Stationery · Flyers · Post Cards · Direct Mailings

Business Writing Services

Copy for WWW/Internet Pages · Press Releases · Ad Copy · Business Documents (employee handbooks, safety manuals, and company policies)

Technical Writing Services

Manuals · Product Literature · Product Documentation · Instructions

Bookkeeping Services

(using Quicken® and QuickBooks®) Set up accounts, reconcile to bank statements, print checks and invoices, pay bills, enter transactions and create reports.

TQM Training, Consultation, and Facilitation

Process Management and Improvement

Team Building

Leadership

Retreat, Workshop, and Meeting Planning

Services are available by the hour, on a project basis, or through our temporaries.