

Chapter 1 : 7 Steps to Start Your Own Paralegal Services? - Paralegal Alliance

Your plan of creating your own web page is a smart first step for your business. Websites are a must-have tool to market any business. Websites are a must-have tool to market any business. It is your online brochure that works 24/7 with a worldwide reach.

Nowadays, an increasing number of clients need help in managing and answering their emails. There are also a number of clients who need help in building and developing their social media presence. The possible markets you can tap for this business include the following: Brand new businesses with no support staff. Most of these will also be small businesses and self-employed individuals that may need some help on as-needed business. Other small business entrepreneurs have little time or desire to do their own administrative work, and your service will be of great help to them. Small and medium businesses experiencing difficulty in hiring full-time staff. Despite the good economy, attracting good employees is a major problem of most small businesses. Students, either college or graduate students, oftentimes need help for their research. Your organizing and research skills can come in handy for this segment. If you want to target traveling businesspersons, contact hotels about offering your services to their guests. A lot of business travelers need office support of all kinds when they are on the road. This can be a good market for your business if you are living in a major urban area or city that can attract a lot of business travelers. Marketing Your Secretarial Business Your quality of work and ability to meet deadlines are two of the most important factors you need to succeed in this business. Your plans to market your business are definitely a step in the right direction. Here are some other suggestions: Create a website Your plan of creating your own web page is a smart first step for your business. Give them reasons to trust you and be confident in choosing you using signals such as testimonials as well as other showcases of your professionalism and the quality of your work. Word of Mouth Word of mouth is the best form of marketing your secretarial and office support business. Capitalize on your good reputation in the industry and even your present employment to find clients for your business. Join any professional organization in your field, if you have not done so already. There are also many opportunities online for networking. Join Freelance Sites More and more people are looking for help in freelance sites such as Elance. Craigslist can also be a good source of potential customers for your business. New Businesses Get a listing of new businesses in your area and send out information about your business to them. Some local business newspapers provide a listing of new businesses within the locality. You can either send a direct mail, business postcards, or half-sheet cards with a listing of your services. Then follow up mailings with phone call. While some will refuse to cooperate much less talk with you! You can work together on some accounts, particularly businesses that they cannot handle because of work overload. There can also provide you with leads on accounts that they do not cover but falls within your expertise. Present to them a win-win situation, and chances are they will agree to your proposal. Advertising Advertise your services in local publications within 50 miles of your home. You can place ads in your church bulletin, country newspaper, chamber of commerce bulletins, university newspapers and related clubs. If you wish to concentrate on providing legal support, advertise in any legal publications in your area. Online Marketing Marketing your business on the Web is a smart move. Make sure that you get listed in search engines, particularly your directories focusing on your city or locality. Be prepared to devote considerable time in developing and promoting your web site. Consider adding a blog or some other type of content that will keep your site constantly fresh, which both users and search engines love. Yellow Pages advertising is still a very effective way to get your secretarial business noticed – especially its online component. Usage of the hard printed Yellow Pages books have significantly dropped in recent years, but their online versions are growing. Get your business listed in as many targeted and top online directories. For more ideas on how to market your secretarial services, read the article How to Market a Service Business.

Chapter 2 : How To Start Your Own Virtual Assistant Business | Small Business Marketing & Resource Art

1 Start a Home Answering Service Business; Come up with a name for your home secretarial business that describes the services you provide, industries you serve or your work ethic. Your.

Most experienced transcribers hit 80 to words per minute. A few months of six to eight hours per day at the keyboard will bring your speed up. Flying fingers mean nothing if you constantly drop out small words or need to make corrections every few pages. This skill, like any other, is built by practice. Simply rent a typewriter, sit down with your back to the television, and pound away as your favorite newscaster talks. What you want is a full size, electric, office typewriter. I started with an Adler "C" model which I still have , but prefer the IBM Electric most of all because of its lack of vibration and its interchangeable type styles. In my experience, all legal typing must be done on a machine with standard pica type, 10 digits to the inch. Gail Williams, who works for court reporters in the Dallas area, suggests a nine-pitch modification nine characters to the horizontal inch in localities where this is permitted, since fewer words per page mean a better rate for the typist. None of the deposition services around Los Angeles, however, use anything but a pitch machine. Continue Reading Standard pica type is also necessary for most thesis and dissertation work. However, certain universities Brigham Young in Utah, for one now find that the increased numbers of such documents, and the space needed to store them, are making the smaller "elite" type increasingly desirable. If you do use elite type, adjust your fees accordingly to compensate for the additional words per page. Gail is right, though: What the gadget does is enable you to half-space for the placement of such figures as degree marks and coefficients. The same goes for certain mathematical symbols, such as the square root sign. This slows the rate of playback and is more than worth the additional investment every time you run into a client with an unfamiliar accent, lousy speaking technique, or poor manners. Work Area I started out working on two TV trays and the arm of the couch, and I have just one word for that routine: Find yourself a quiet, out-of-the-way corner, establish it as yours, and guard it fiercely. Typewriters are sturdy pieces of equipment, but constantly moving one from place to place is bound to cause problems. Various small organizers "€" which you can make by, for instance, inserting dividers into boxes "€" will add to the neatness of your work space. Use them for convenient storage of a good supply of typewriter ribbons, erasers, paper clips, rubberbands, manila folders, Type cleaner, etc. Reference Works Reference books are time and work savers, and their cost is tax deductible. Keep a dependable almanac, dictionary, telephone directory, area map, and zip code book on hand. Letters and phone calls to likely prospects also give good results. Legal Typing If you want to zero in on Ms. A word of caution regarding the legal field: Some court reporters and deposition services have an annoying habit of not paying their typists until their clients pay them. Secretarial Services Another possibility for the home typist is to work for a secretarial service also listed in the Yellow Pages. Such firms usually offer around-the-clock transcription to law firms, physicians, psychiatrists, and large businesses. I once made the mistake of mailing a finished job and it took three weeks to go 50 miles. Being a nurse, I sort of fell into my favorite job: He turned out to be a model employer, who both asked for my preferences regarding dictation technique and then conformed to those guidelines. He also furnished me with a typewriter, ribbons, stationery, erasers, and paper clips, and all work was delivered and picked up by his service. The money was good, the typing was easy, and I really enjoyed the whole experience. I should mention that few dictators are as nearly perfect as that doctor. Thesis and Dissertation Typing If you live near a university, registration with the graduate student office will net you thesis and dissertation work, which can be very profitable. To qualify for that kind of money, however, you must be a grammatical expert and know all the various forms for theses, bibliographies, and the like. In any case, you should familiarize yourself with some of the more popular styles: Every college and university has a list of specific requirements for a proposed study: Ask the students you type for to furnish you with a copy of these directions for your reference. Another requirement for such scholastic works is that they must be done on special paper, usually of pound weight and 50 percent rag content. The larger universities carry the necessary stock. Thesis copy which may be handwritten is generally not too difficult to handle. Yet an additional hang up with theses is the fact that the candidate for an advanced degree may be working against

time. I remember one occasion when I promised to complete a "small section" originally supposed to be less than 80 pages in 48 hours. The job turned out to be closer to pages, including a totally unstructured bibliography, and I typed for 36 hours straight. Your two biggest responsibilities as a typist are accuracy and meeting deadlines. A graduate student who is doing his Ph. Home Business Taxes and Things Clients vary somewhat in their handling of deductions and suchlike. All, however, sent me W-2 forms at the end of the year. Your service if done well is worth every penny you charge.

Chapter 3 : Business Services

The Secretarial Business-In-A-Box is a start-up kit that provides information, templates, and promotional materials to help you start your own secretarial business and grow your business. It helps you be successful and saves you a lot of time.

Start your own secretarial service business from home while you are still employed and protect yourself from downsizing. It has been so incredibly helpful!! From even just the first few pages, I already felt empowered and like, "Hey, I can do this!! The marketing tips were just what I was looking for. I have found some "job" sites online, and I am ashamed to admit, fallen for some scams. It was such a relief to find some real help. Again, your system is going to be so useful, and it has made me feel so confident in myself to be able to begin on this endeavor. Thank you for your time and your willingness to help others succeed. If you know how to use a computer and type at least 30 words per minute, you can turn your typing skills into a home business. Every business, organization, and professional needs documents typed such as reports, letters, proposals, brochures, newsletters, and manuals. Many small and large companies outsource typing, computer jobs, and clerical tasks to secretarial services. An Ideal Home-Based Business If you have typing skills, you can finally realize the dream of getting your own home-based business and having control of when you work and who you work with. Imagine how it will feel to work from the comfort of your home You can run your secretarial business part time. You need very little start-up money. All you need to open your doors for business is a computer, a printer, a phone, a ream of paper and some business cards. The start-up cost is very low compared to just about any business. Almost any computer will work to do word processing. You can even print some business cards yourself right from your own computer! What Customers Say "I have looked over quite a bit of it already, and I am amazed at how much information you have included. You have answered so many of my questions! I was concerned about whether this would be a good investment of my "business money", but I am very pleased with my purchase. Thank you very much! I consulted with some business people in South Africa who all warned me to be careful. I decided to "take the plunge". I have to say that I am an extremely skeptical person by nature so I was a little bit unsure about purchasing the program at first. There is a wealth of information and resources to guide you along your way to creating a successful home based business. Leva has always responded to me and answered my questions with extreme professionalism and detail. I cannot begin to explain how much this program has helped me so far. I had already been considering starting working for myself, so had registered my company name and web domain, however, I never got around to anything else. They may portray unrealistic income potentials and promise that they will give you a list of companies looking for typists to work from home. They imply that the company will provide you with typing jobs. These listings are usually scams and the company does NOT provide typing jobs. Be wary of companies providing typing work at home! All of the forms are right there to use if I wish. Instead, I help you start your own secretarial service business and show you how to get real typing work from home. I tell you how to get your own clients. This is NOT some goofy scam. It helps you be successful and saves you a lot of time. Your start-up kit includes: A step-by-step start-up checklist, how to legitimize your business, register your business, get a business license, choose a business name and get a fictitious business name. How to get clients, how to identify your most profitable prospects and how to get their business, the best ways to market your secretarial services, what advertising methods work best for secretarial services. How to charge for your services. Forms and agreements you need to run your business. Answers to frequently asked questions, and much more. Information and resources to find the best sources for equipment and supplies but remember, you need very few supplies and very little equipment to get started Click here to order Look at What Satisfied Customers Are Saying "In November , I decided to start my own Secretary business. Leva tells you about the promotion you need to do in order to build your clientele and she lays it out very thoroughly and in the order of importance. I had thought about some of her promotional suggestions, but when I read the book, not only did it validate what I thought would work but it also gave me more ideas of how to make it work better. One of these was it was better to go to an office in person and meet the owner and go more than one time. Also work with the

secretaries who are there. I would have never thought of that. Another very important aspect of the business that Leva goes over very well is pricing and how to get paid for your work. This was very hard for me. I was having so much fun and felt guilty for charging a fee. She also has all the formats for all the different paperwork laid out in the package. All you have to do is put in your information. I followed the suggestions for the flier when I made my own and I have gotten several clients just on the fact that they like my flier. Leva has many, many suggestions for being a success with your business and her book gives you confidence that you can make it. Two months after I purchased the Secretary in a Box, I called Leva on the phone to ask her a question about one point of promoting. I dialed the number never really expecting someone to answer and she promptly answered her phone and stayed on the phone with me for over 15 minutes giving me pointers of how to successfully promote. Leva is wonderful and I can see why she is a success with her business. Thank you very much for all your help. Reading the info really jogged my memory and I will be able to think "outside the box" as well. I want very much to be able to work from home This "Info Box" is Great! We are also offering event planning like weddings, birthdays and such, and much more thanks to you. Fifteen 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. I made a list of my experience and skills. I had been working as a secretary and had good typing skills. So, I decided to provide typing services from home. But there was just one minor problem. I had done some word processing on an old mainframe computer at a job about 10 years prior to that. And when I hit the wrong command key and ran into trouble, a computer tech would help me out and get me back to the main screen. That was the extent of my computer experience. So, I took a couple of computer classes at a local Community College. I created my first flyer and that took me three hours! Now I began to get serious about offering typing services. Up to that point, I only wanted to pay off my credit card. I read a lot of books but only found scattered bits and pieces of general business information. The few books I found about secretarial services were terribly outdated. I Wasted a Lot of Time and Money I made a lot of mistakes and it took me a long time to become successful. Luckily, after a year or two in the business, I got a phone call from a colleague who invited me to an association of secretarial services. Through this organization, I was able to network with successful, established secretarial services. Some of them have been in business for over 20 years. I collected a lot of insider information and asked questions like: I learned a lot and I wrote everything down. After a few years, I became president of the association and was able to give back by helping newcomers. I have been running my secretarial business for 15 years now. I live in Oceanside, California and work out of my home. I type reports, mailing lists, proposals, letters, manuals, resumes, and more. My phone number is I have enjoyed helping many people start a secretarial business. Many people have asked me how I started a secretarial business. I had to repeat the same information over and over again. After a while, I started saving all the questions and my answers, and my notes became longer and longer. Then, I decided to compile all the information and organize it into a book that will give people all the information they need to get started in the shortest possible time. I can help you get started and become successful a lot faster than I did. I take you step-by-step on how to get started.

Offer your clients word processing, Web services, proofreading, bookkeeping and more with a business support service. Video Podcasts Start A Business Subscribe Books Starting a Business.

Here another out of the best home based business opportunities, best homebased businesses, home based business ideas, ideas for home based business: Home based working moms can offer secretarial services. Nevertheless consider starting a homebased business as secretary, as transcriptionist. It is a good home based work opportunities, home based business oppurtunities. Read here how to start a home based business, a very short home based business guide for how to make secretary services, from starting your own home based business to how getting paid, home based business tips, ideas for a home based business for a professional secretarial service. But my recommendation read Yourself in home based business magazine to get home based business information or contact american association of home based businesses. Maybe not for everyone the best home based business, but perfect if You are looking for a part time home based jobs, for home based works, for home based computer businesses. Find Your home based bussines, homebased bussiness for You out of homebased jobs, home based busines out of home based opportunities, the home based business opportunity. Why looking for home based job opportunities, home based employment opportunities? Be Your boss in a real home based business. Well You are a teleworker, email processors, home based typist, transcript and write, phone and fax, work at home in a home based buissness, maybe a home based web business. Start your own professional secretarial service homebased. Home based jobs are perfect for moms or dads who need or want time for their kids while working from home. Abouthomebusiness, starting businesses as homeworkers. This is a kind of service business with a virtually unlimited profit potential. Various surveys indicate that by the year 2, - at least 60 percent of all the secretarial work, as we know it today, will be handled by women working at home. For most women, this is the most exciting news of things to come since the equal rights amendment. Now is the time to get yourself organized, start your own home-based secretarial service and nurture it through your start-up stages to total success in the next couple of years. In fact, there are two ways to go. You could be a "sub- contractor" for an existing home based secretarial service. Or, the second and much more profitable avenue is to start your own secretarial service. The second approach is the one we will discuss in this report. Our research indicates little or no risk involved, with most secretarial services breaking even within 30 days, and reports of some showing a profit after the first week! You can set up at your kitchen table, make a few phone calls, and be in business tomorrow. A typewriter would only be used for a "quick start". The prices for and ways to finance computer equipment have become very competitive also. Great deals for these purchases or rentals are very easy to find. After a couple of additional hints, we will leave this up to you and continue with the discussion of the service itself. In the beginning, the only "software" you will need for your computer is a good wordprocessing program like WordStar or Word- Perfect. Both of these programs and most others have tutorials and, of great importance, spell checkers. As you grow, you will probably find a need for additional software in order to be able to offer additional services. A definite must is to also have a laser printer! Watch for office equipment sales, especially among the office equipment leasing firms. If you plan to do a great deal of work during the evening hours, be sure to invest in an adjustable "long arm" office work lamp. When buying paper, visit the various wholesale paper suppliers in your area or in any nearby large city, and buy at least a half carton - 6 reams - at a time. Buying wholesale, and in quantity, will save you quite a bit of money. The kind to buy is ordinary 20 pound white bond. Open one ream for an immediate supply at your typewriter, and store the rest in a closet, under your bed, or on a shelf in your garage or basement. Those areas in which you lack experience or feel weak in, buy books or tapes and enhance your knowledge. Your best bet in selling your services is to do it all yourself. Before you end the conversation, ask them to be sure to keep you in mind and steer your way any overload typing jobs that they might hear about. The next step is "in-person" calls on prospective customers. This means dressing in an impressively professional manner, and making sales calls on the business people in your area. For this task, you should be armed with business cards brochures also help At this stage, your telephone efforts will be more for the

purpose of indoctrinating you into the world of selling than actually making sales. Just be honest about starting a business, and sincere in asking them to consider trying your services whenever they have a need you can help them with. Insurance companies, attorneys and distributors are always needing help with their typing, so start with these kinds of businesses first. For your business cards, consider a free-lance artist to design a logo for you. Be sure to browse through any Klip Art books that may be available - at most print shops, newspaper offices, advertising agencies, libraries and book stores. The point being, to come up with an idea that makes your business card stand out; that can be used on all your printed materials, and makes you - your company - unique or different from all the others. I might suggest something along the lines of a secretary with pad in hand taking dictation; or perhaps a secretary wearing a dictaphone headset seated in front of a computer. You might want something distinctive for the first letter of your company name, or perhaps a scroll or flag as a background for your company name. Ask them to have the lettering you want to use, typeset in the style you like best - show them your layout and order at least a thousand business cards printed up. For your layout, go with something basic. Expert typing services, in the top left hand corner Dictation by phone, in the top right hand corner Your company logo or design centered on the card with something like, complete secretarial services, under it Your name in the lower left hand corner, and your telephone number in the lower right hand corner Everybody that you call on in person, be sure to give them one of your business cards. Your best method of making sales calls would be with a business telephone directory and a big supply of loose leaf notebook paper. Go through the business directory and write down the company names, addresses and telephone number. Group all of those within one office building together, and those on the same street in the same block. Be sure to leave a couple of spaces between the listing of each company. And of course, start a new page for those in a different building or block. Now, simply start with the first business in the block, or on the lowest floor in a building and number them in consecutive order. You should also emphasize your abilities to handle everything by phone, particularly when they have a rush job. Another angle to include would be copies. Establish a working relationship with a local printer, preferably one who also has a high quality copy machine. When your clients need a sales letter or whatever plus so many copies, you can do it all for them. Only make copies on the very best of dry paper copying machines, and only for 50 copies or less. When you furnish copies, always fold in your copying or printing costs plus at least a dollar or more for every 50 copies you supply. Start lining up your friends to do the work for you - girls who work all day at a regular job, but need more money; and housewives with time on their hands. You tell them what kind of equipment is needed, and the quality of work you demand. You can arrange to pay them so much per hour for each job they handle for you - judging from the time you figure the job would take if you were doing it; or on a percentage basis. I feel the best arrangement is on an hourly basis according to a specified amount of time each job normally takes. Here is a good place to talk about a laser printer again. Lots of people you can line up will have computers at home but few will have lasers. Let them be dependent on you. They can do the typing and spell checking and then copy the file to a disk which you can then put in your computer and print out on your laser printer. This can keep your workers from going into business for themselves and competing against you. Train them according to your own best methods and put them to work assisting you. All you do is give them so many pages from your notebook, from which they make sales calls each week. Even so, you should still make those in-person sales calls Generally, women selling this type of service bring back the most sales And for all your commission sales people, the going rate should be 30 percent of the total amount of the sale Your basic advertising should be a regular quarter page ad in the yellow pages of both your home service telephone directory and the business yellow pages. By far, your largest advertising outlays will be for direct mail efforts. You should have a regular mailing piece that you send out to your entire business community at least once a month. This is handled by sending out to letters per day. For this, you should obtain a third class postage permit or else these postage costs will drive you out of business. Your mailing piece should consist of a colorful brochure that describes your business. It should explain the many different kinds of assignments you can handle - a notation that no job is too small or too large - and a statement of your guarantee. Do not quote prices in your brochure - simply ask the recipient to call for a quotation or price estimate. You could also include a couple of pictures showing your workers busy and actually handling secretarial assignments. The

most important part of your brochure will be your closing statement - an invitation, indeed - a demand that the recipient call you for further information. All of this can very easily be put together in a Z-folded, 2- sided self-mailer. Again, look for a free-lance copywriter and artist to help you put it together. Ask them for their suggestions of how they would improve it, and for a bid on the cost if you were to retain them to handle it for you. Listen to their ideas and incorporate them where - and if - you think they would make your brochure better.

Chapter 5 : HOW TO START YOUR OWN HOME-BASED SECRETARIAL SERVICE

Starting your own secretarial service is definitely much more profitable than being a "sub-contractor." However, like any other business, there are several important considerations you need to do.

Off-Site Secretarial Services Start-up cost: All based on drive and dedication. How to Find Clients Place ads in the classifieds. Flyers and Brochures at the nearest college, Internet website, mailouts to businesses, direct contact and many more. Creativity is the Key. Computer, printer, and fax. These are the basic essentials. Based on services provided, you may choose to purchase more equipment. Determination, efficient, good organizational skills, typing, basic computer knowledge and a sense of professionalism. There are many services you could provide. You must advertise only the services you can perform. Typing, transcription, database management, business cards, mailouts, flyers, term papers, internet research, and the list goes on and on. You have to be open minded and creative. Positive attitude is important. I looked for a year on the internet for work that would allow me to stay home with my baby. Although I had the qualifications, I was determined not to pay someone to let me work for them. So I asked myself, what is it that I am offering my potential employer? Then I answered back, all these things I can do for them, I can do locally. I began my own secretarial service. I never dreamed of the response I am getting. I have enjoyed staying with my daughter. I hope you too find your dream working at home. As for me, this is it. For more information, contact me at [http:](http://)

Chapter 6 : Starting a Secretarial Service Business

Set prices for your homemaker service business; what you charge depends largely on the amount of competition you have, the services you're offering and where you're located.

This article discusses the most important things you need to know before you open a secretarial services business. Thinking about opening a secretarial services business? We tell you what you need to know to get started. The best business plans are practical documents that reflect actual business realities. The bottom line is that a first-rate business plan is probably more attainable than you realize. As a further guide, consider what the experts say about business plan writing. Use the link below to find competitors near you. Just enter your city, state and zip code to get a list of secretarial services businesses in your community. Gain a knowledge of how existing firms have positioned themselves in the marketplace, and then design your business in a way that sets you apart from the others. Indeed, many experienced entrepreneurs enjoy offering advice to startup entrepreneurs. If you are persistent, you can find a business mentor who is willing to help you out. How do you find a secretarial services business entrepreneur in a different locale who can assist you? Just use our link below, find somebody and call them. [Research Secretarial Services Business Owners In Other Cities](#) [Guidelines for a Secretarial Services Business Acquisition](#) There are a lot of reasons why it may be preferable to acquire a secretarial services business instead of starting a new business venture. [Franchising May Be a Better Way to Go](#) The odds of achieving your primary goal of being a successful business owner are much greater if you purchase a franchise instead of doing it all on your own. If you planning on starting a secretarial services business, you may want to investigate whether there are good franchise opportunities available that might increase your chances of success. You might even find something that points you in a completely different direction. [Related Articles on Starting a Company](#) These additional resources regarding starting a business may be of interest to you. The small business owners who read this article after you will appreciate your helpful insights. [Questions, Comments, Tips, and Advice Posted by: My Question, Comment or Tip: All comments will be reviewed and will be posted at the discretion of Gaebler.](#) [Already Own a Secretarial Services Business?](#) If you already are in business and came here to learn about growing an existing secretarial services business, these resources will come in handy: [These resources are more appropriate for you: Mailing Lists for Secretarial Services Businesses](#) [More Startup Guides](#) If you are interested in starting a different kind of business, please browse our directory of guides below.

Chapter 7 : Starting a Home-Based Secretarial Business | How to be a Secretary

How to Write an Effective Secretarial Services Company Business Plan. A business plan isn't just another startup formality. It's a core business document that will guide your secretarial services business's decisions and activities on a go-forward basis.

January 30, by Tonya P. Leave a Comment Attorneys are not immune to the current economic downturn and many are searching for ways to reduce overhead. One way an attorney can reduce overhead is to use the services of a freelance paralegal. Therefore, the demand contract paralegals is increasing. As the demand for paralegal services increase, the number of freelance paralegal businesses will rise. If you have considered opening your own paralegal business , there are certain details you should consider before opening your door and hanging out a shingle. As with any small business, a freelance paralegal should begin with a strong foundation for a successful business. Steps for starting a paralegal business 1. Formulate a business plan “ Writing down your business plan helps you visualize how you will begin your paralegal business as well as the direction you want to take your business in the future. In your business plan, include the following sections: Company description “ This should describe what paralegal services you will offer, the market you want to cover and what makes your business different from other paralegal service companies. Organization and management section “ This should cover how you will organize and manage your business. If you intend to have employees, you must determine the management structure you will use and how you will delegate work. Marketing “ In order to be successful, you must have a marketing plan. How will attorneys find out about your services and how will you communicate with the market area? You should also include a growth strategy to build your business. Funding and financial projections “ If you need to borrow money to begin your business, this section should lay out a plan for obtaining funding. It must include your current funding requirements and how you intend to use the funds. Also, include a section with financial projections based on the amount of time you are committing to this business and the expected rate of pay for your paralegal services. Determine your business location “ If you intend to work out of your home, you must set up your home office and equip it with the necessary furniture and office equipment required to operate your paralegal business. You must consider how your family life might encroach on your business and how to keep both separate within your home. Operating a successful business from home requires discipline and organization. If you intend to lease an office, consider the cost involved in addition to rent payments such as taxes, insurance, renovation costs and IT system upgrades. Finance your business “ Until you can secure your first contract paralegal job, you will need to cover both business and personal costs. Unless you already have your foot in the door with a law firm or with several attorneys, it will take some time to establish loyal customers. A smart business owner will have startup capital to cover expenses until the business begins to generate a profit. As a contract paralegal offering paralegal services, you may experience ebbs and flows in your business. Have a plan in place in case you must finance your business during slow periods. Meet with an attorney “ Unless you are a paralegal that has extensive experience in corporate law, it would be wise to meet with an attorney to discuss the type of legal structure for your paralegal business. There are advantages and disadvantages to being a sole proprietorship, partnership, Limited Liability Company or a corporation. In order to determine the best ownership structure for your business, you should consult an experienced attorney. In addition to helping you determine the legal structure of your business, an attorney can also assist you with registering your business name and obtaining the proper local and state licenses and permits, if required, for your business. Consult with an accountant “ Before making a final decision about the legal structure for your paralegal business, consult a CPA to determine the tax advantages and disadvantages for business owners. You may be required to obtain a tax identification number depending on the type of business structure you choose. Furthermore, you should know in advance what type of self-employment taxes you may be required to pay for owning your own business. Write a list of services and costs “ Depending on your experience, you may offer a wide variety of paralegal services or you may choose to limit your services to specific practice areas. Before you open your doors for business, you need a detailed list of the paralegal

services offered with a price for each service. You need to consider whether you want to charge by the hour or charge a flat fee. You may wish to charge a flat fee for services that you know will take a finite period of time to complete and an hourly rate for services, such as research, where time may fluctuate based on the job. Develop a website” With attorneys using technology more today than ever, it is important that your paralegal business has a website. In addition to an excellent marketing tool, your website is a means of communication with clients. It allows attorneys to request work quickly and without hassle. Your website can also serve as a means of payment for clients that wish to make online payments for paralegal services. Starting a paralegal service business is a good investment for the paralegal who desires to own her own business and be her own boss. With hard work and dedication, you can build a successful freelance paralegal business that provides paralegal services to attorneys within your area or even nationwide.

Chapter 8 : Starting a Successful Home Typing Business - Modern Homesteading - MOTHER EARTH NEW

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Checklist for Starting a Small Business Secretarial Business Start-up Costs The start-up cost will depend on how you set the standards for your business. Some business owners want to buy all the equipment needed immediately at the start-up phase while others procure items slowly as the business grows. Others want to have an entire inventory of office stationary, envelopes and business cards printed with their business name and logos before opening their doors to others. Some decide to just get a business card, then print the stationary themselves. The most important equipment for this business include computer and printer typewriters are well, a relic of the 20th century. Whether a Macintosh or Windows-based PC, you need a computer with the biggest hard drive you can afford. Invest money in a zip drive for back-ups and storage of your files. As you go along, you can invest in a CD writer so you can burn your files into a CD, a plus for clients who work on large files. You also need to invest in a quality printer. It is also a wise investment to purchase a colored inkjet printer. Depending on the types of specialties you plan to offer your clients, you may also need to buy additional software in addition to your software suite. These software may include accounting packages, desktop publishing, presentation and graphics, contact management, or even Web design. Fax machines, scanners or copiers are also important tools of the trade for an office support specialist. Check out government auctions of office supplies. Dot-coms who have recently succumbed also auction off their computers and office equipment. Include in your budget your initial marketing cost, such as listing in the Yellow Pages directory, and possibly classified ad advertisements. **Marketing Your Secretarial Business** There are several ways to market your secretarial business. Here are some of the most effective ones: The Web has become an important channel for businesses. Start by creating a website for your business. Your website should list the secretarial services that you offer, explanations of why clients should choose your services, and ways to contact you. You can publish your rates, or choose to have it available only if you are contacted. Networking is an important source of making contacts and meeting potential clients. Participate actively in one or two organizations that contain a high percentage of potential clients, including chambers of commerce, industry organizations, and trade groups. Networking could also be done online, including virtual assistant forums, and various social media outlets such as Twitter and Facebook. Send direct mailings or your brochure to new businesses in your area, prospects in your specialty market. Be prepared though to follow up the mailing with a phone call, offering to drop by to present how you can save them time and money, as well as samples of your work. You can also try sending postcards or half-sheet cards with lists of services, which can sometimes be more effective as your prospects can immediately see your offer. Yellow Pages advertising used to be important for a secretarial business. It used to be the most frequent way secretarial businesses get customers. However, Yellow Pages advertising has been going the way of the dinosaurs and its usage have considerably shrunk in recent years. Instead, look to online versions of yellow pages directories such as YellowPages. More importantly, use job freelancer job sites such as Elance. The market for a secretarial business is wide, and every business in your area could be regarded as a potential customer. You can start out by calling former bosses or business associates and explaining to them your new venture. Offer your services to them and tell them that they could call on you should they have an overload of work. Request for a referral. **Income Potential of a Secretarial Business** Your income potential depends on your long-range goals, field of specialization if any, geographical area, marketing efforts, and amount of time devoted to the business. According to ABSSI, if you are operating your business full time for 50 weeks per year, you could bill 1, hours a year. Expect to earn less if you are working on the business part-time. You can expect to breakeven within 3 to 12 months, or sometimes longer, depending on how specialized your service is, how aggressively you promote your business, and how high your expenses are. You can increase your profit potential if you take on additional tasks such as desktop publishing, particularly creation of newsletters, brochures, and flyers. Other ways to boost your income could be to expand your services to office organization or helping businesses

organize their files and systems; or to work for companies compiling data as a researcher. Particularly in the very beginning of your business, you need to be flexible to keep jobs coming in. It is important to ensure a healthy relationship with your clients, as they may be source of repeat income for you. Oftentimes, satisfied clients will often ask for help with other things they need. It is easy to sell your other services because they have confidence in you. The key is to find a niche for your business and tailor the services that you provide to that niche. As businesses and people increasingly have technology in their businesses and homes, your success in an office-support business depends on specializing in doing things that clients cannot do on their own or find it inconvenient or difficult to do. You can specialize in assisting other home-based businesses; or work for local real estate agents. Some fields, such as transcribing medical and legal documents, pay more but requires additional specialized training. Unless you provide services other than straight word processing, your income is limited by your keyboarding speed and the number of hours in a day. Expect to work under the pressure of tight deadlines. A client may give you a tape to transcribe today expecting the report first thing tomorrow morning. You must also consider the impact of repetitive typing actions on your health. Recommended Books on Starting a Secretarial Business:

Chapter 9 : Off-Site Secretarial Services - Small Business You Can Start

Author Jan Melnik shares her experiences and advice on every aspect of setting up and running a thriving home-based secretarial services business. She shows you how to assess your personal skills, estimate your start-up costs, price your services, and stay profitable once you're in business.

Dear Entrepreneur, Starting a secretarial business is the best way to make money typing at home. If you know how to use a computer and type at least 30 words per minute, you can turn your typing skills into a lucrative business. As you read this report, you will be pleasantly surprised at just how easy it is to start your own secretarial service. Every business, organization, and professional needs documents typed such as reports, letters, proposals, brochures, newsletters, and manuals. Many small and large companies farm out typing, data entry, computer jobs, and clerical tasks to secretarial services. An Ideal Home-Based Business You will finally realize the dream of getting your own home-based business and having complete control of when you work and whom you work with. Imagine how it will feel to work from the comfort of your home Work as much or as little as you want. So try not to feel guilty for charging hefty fees because this really is almost too easy! The start-up cost is low compared to most businesses. And all you need to open your doors for business is a computer, printer, phone, ream of paper and some business cards. You need very little start-up money. All you need to open your doors for business is a computer, printer, phone, a ream of paper and some business cards. The cost to start a secretarial business is very low compared to just about any business. Any computer will work to do word processing. Even if you are dead broke, you can find a friend, neighbor or family member who will give you their older computer and printer for free! And you can print some business cards yourself right from your own computer! Is This a Legitimate Business? Yes, a secretarial business is a legitimate business. You have answered so many of my questions! I was concerned about whether this would be a good investment of my "business money", but I am very pleased with my purchase. Thank you very much! Some ads mention that they outsource work to companies looking for typists, word processors, or secretaries working from home. They may promise that they will give you a list of companies looking for typists to work from home. The ads may read like this: The advertisement implies that the company will provide you with typing jobs. These listings are usually scams. Be wary of companies providing typing work at home! All of the forms are right there to use if I wish. Instead, I help you start your own secretarial business which is the best way to get typing work at home. I tell you how to get your own clients. This is NOT some goofy scam. The seal of approval means this site is registered by the Better Internet Bureau Published at the above sites and many others Everything You Need To Get Your Business Started The Secretarial Business-In-A-Box is a start-up kit that provides information, templates, and promotional materials to make it easy to start your own secretarial business and grow your business fast. It helps you be successful and saves you a lot of time. This includes a step-by-step start-up checklist, how to legitimize your business, how register your business, how to get a business license, how choose a business name, get a fictitious business name How to get clients, who your most profitable clients are and how to get their business, what the best ways are to market your secretarial services in record time, what advertising methods work best for secretarial services. How to charge for your services. Forms and agreements to run your business. Answers to frequently asked questions, and much more. Information and resources to find the best sources for equipment and supplies but you need very little supplies and equipment to get started Start your own secretarial business NOW. Leva tells you about the promotion you need to do in order to build your clientele and she lays it out very thoroughly and in the order of importance. I had thought about some of her promotional suggestions, but when I read the book, not only did it validate what I thought would work but it also gave me more ideas of how to make it work better. One of these was it was better to go to an office in person and meet the owner and go more than one time. Also work with the secretaries who are there. I would have never thought of that. Another very important aspect of the business that Leva goes over very well is pricing and how to get paid for your work. This was very hard for me. I was having so much fun and felt guilty for charging a fee. She also has all the formats for all the different paperwork laid out in the package. All you have to do is put in your information. I followed the

suggestions for the flier when I made my own and I have gotten several clients just on the fact that they like my flier. Leva has many, many suggestions for being a success with your business and her book gives you confidence that you can make it. Two months after I purchased the Secretary in a Box, I called Leva on the phone to ask her a question about one point of promoting. I dialed the number never really expecting someone to answer and she promptly answered her phone and stayed on the phone with me for over 15 minutes giving me pointers of how to successfully promote. Leva is wonderful and I can see why she is a success with her business. Thank you very much for all your help. Reading the info really jogged my memory and I will be able to think "outside the box" as well. I want very much to be able to work from home This "Info Box" is Great! We are also offering event planning like weddings, birthdays and such, and much more thanks to you. 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. I made a list of my experience and skills. I had been working as a secretary and had good typing skills. So, I decided to provide typing services from home. But there was just one minor problem. I had done some data entry on an old main frame computer at a job about 10 years prior to that. And when I hit the wrong command key and ran into trouble, there was someone there to help me out and get me back to the main screen. That was the extent of my computer experience. So, I took a couple of computer classes at a local Community College. I created my first flyer and that took me three hours! Now I began to get serious about offering typing services. Up to that point, I only wanted to pay off my credit card. I read a lot of books but only found scattered bits and pieces of general business information. The few books I found about secretarial services were terribly outdated. I Wasted a Lot of Time and Money I made a lot of mistakes and it took me a long time to be successful. Luckily, after a year or two in the business, I got a phone call from a college who invited me to an association of secretarial services. Through this organization, I was able to network with successful, established secretarial services. Some of them have been in business for over 20 years. I collected a lot of insider information and asked questions like: I learned a lot and I wrote everything down. After a few years, I became President of the association and was able to give back by helping newcomers. I have been running my secretarial business for 14 years now. I live in Oceanside, California and work out of my home. I type reports, mailing lists, proposals, letters, manuals, resumes, and more. My phone number is I have a little desk with a laptop and phone near the window in my living room. I have enjoyed helping many people start a secretarial business. Many people have asked me how I started a secretarial business. I had to repeat the same information over and over gain. After a while, I started saving all the questions and my answers, and my notes became longer and longer. Then, I decided to compile all the information and organize it into a book that will give people all the information they need to get started in the shortest possible time. I can help you get started and become successful a lot faster than I did. I take you step-by-step on how to get started. Nothing is left out. I tell you how to find clients, who your best clients are, how to get repeat business, where to advertise, what to do and what not to do to be successful with your own secretarial service. Start your own secretarial business NOW. But why do some of them make a lot of money while others just get by? The secret is in knowing how to get customers. Those who do make money have four things in common.