



Office A' La Carte provides a wide variety of office and insurance services customized to businesses and individuals' specific needs.

"Planning is bringing the future into the present so you can do something about it now". – Alan Lakein

OFFICE / ADMINISTRATIVE SERVICES

- Secretarial/Clerical
- Custom Database Design
- Data Entry
- Order Office Supplies
- Receipts & Document Scanning
- Customized Spreadsheets & Forms
- Organize Company Contacts
- Create PDF Files
- Organize Computer Files
- Accounts Receivable/Accounts Payable
- General Printing & Binding
- Proposal Design
- E-mail Account Set-up
- Translating Services (Spanish only)
- Corporate Gift & Incentive Program
- Thank you & Greeting Cards
- File Maintenance
- Proof Reading
- Notary Services
- Human Resource Services

*All services are customized to your special needs. The list of services is not limited to those listed above.

INSURANCE SERVICES

We service as an insurance broker that provides you or your company **with multiple quotes from different known carriers**, while helping you select from the most competitive rates and benefits.

Insurance for Individuals:

- Health
- Life
- Disability
- Long-Term Care/Asset Care
- Dental
- Supplemental Accident & Hospital

Group Insurance (Businesses):

- Group Health
- Life
- Short-Term Disability
- Dental
- Supplemental Accident & Hospital

*Call 813-767-3279 or e-mail: servicerequest@office-alacarte.com
No-Obligation 30-minute office need assessment or for Insurance quotes.*