

100% Billable!



**A NOTE FROM JULES**

I would like to take this opportunity to wish everyone a very Happy Thanksgiving!

I know that times are tough on a lot of people right now, but sometimes it's better to concentrate on what we have, rather than what we don't, and be grateful for those blessings. I am most thankful for my family, my adorable loving dog, Lilly, work I enjoy, and friends I can count on. In that order.

Oftentimes, it is easy to get bogged down with the worries of our troubled times, but my hope for all of you is to stay positive, stay focused, stay happy, and above all, stay thankful.

I wish everyone a wonderful and safe Thanksgiving.

**P.S. TPS will be closed Nov. 27 and 28 for the holiday.**

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# TPS

## Real Brief

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### Virtual Assistants = Actual Savings

With the economy in a virtual freefall, businesses are looking for as many ways as possible to cut costs. Enter the Virtual Assistant.

This is an ideal opportunity for small and medium sized businesses to compete with their bigger counterparts. Many businesses are seeing significant savings through outsourcing important functions. They can reduce fixed costs and increase flexibility in overall operations. Businesses have found that they can maximize their labor dollars, while accessing a pool of talented professionals previously out of their reach due to the costs required to secure the best candidates.

This is being achieved with Virtual Assistants - professionals that have left corporate America and struck out on their own. These independent contractors work from home offices providing a diverse variety of services to businesses based on their education, training, and experience. This growing trend provides small and medium sized businesses access to a wide range of professional support across a broad spectrum of professional skills in a number of different industries.



So how do you find a Virtual Assistant? The good news is, if you're reading this, you've already found one.

Virtual Assistants cost a fraction of the expense of full-time employees. Virtual Assistants are available in a wide variety of skills and expertise, so businesses can make a custom match between a VA and a project rather than limiting themselves to the skill set of a single staff member. They also allow businesses to leverage their time and resources more efficiently by eliminating excess payroll expenses by paying only for the time spent on their project. Waste is reduced by no longer worrying about taxes, benefits, vacation pay, and time spent by the water cooler.

More and more businesses are embracing the Virtual Assistant, not just in theory, but in daily practice. A recent study showed that seventy percent of executives see outsourcing agreements as partnerships rather than just transaction-based arrangements. Developing long-term relationships engenders loyalty and trust which can be hard to come by in touch economic times. There's no question that it's a win-win situation for any business looking for alternative solutions to fulfilling their support needs.

**Call 888-4-GR8-LGL for Professional Virtual Support**

### Tex-Mex Treats for Thanksgiving

If you're tired of the same old Thanksgiving eats, offer your guests a little south of the border twist on this holiday.

**South of the Border Wontons**

- 1 boneless, skinless turkey breast, fully cooked
- 1 16 oz. jar of salsa
- 6 oz. cheddar cheese, shredded
- 1 50 pc. Pkg. wonton wrappers
- Oil for frying

Chop cooked turkey breast into 50 tiny pieces. Mix turkey, salsa, and cheese in a bowl. Place a teaspoon of the mixture on the wonton wrapper, slightly off center.

Moisten wonton wrapper with water around top two edges. Fold wrapper over the filling forming a triangle and press edges together to seal. Repeat for remaining filling and wrappers. Cover bottom of frying pan with 1/4" of oil and heat to approx. 350 (wontons will sizzle when placed in pan.). Cook a few at a time - don't crowd the frying pan. When wontons are lightly browned, flip and brown other side. Drain and cool on rack. Serve warm or freeze for later. If serving later, just place on baking sheet and reheat in a 350 degree oven for about 8 minutes, or until

the centers or hot. Serve with salsa and sour cream for dipping.

**Cranberry Margaritas**

- 3/4 cup cranberry juice
- 1/4 cup sugar
- 3/4 cup fresh frozen cranberries, rinsed
- 1/3 cup fresh squeezed lime juice
- 1/3 cup tequila
- 1/4 cup Grand Marnier
- Ice

Pour mixture in blender & the fill rest with ice. Blend. Serve in chilled glass.



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**Outsource & Save with  
100% Billable Support**

*Maximize productivity and increase  
your bottom line with virtual support.*

*Contact TPS today!*

**Top 5 Ways Outsourcing Cuts Costs**

1. You only pay for actual work completed.
2. You reduce fixed costs and materials costs.
3. You can “test the waters” with a short term, no-obligation trial period.
4. You don’t pay for insurance, vacation, holidays, overtime, taxes, retirement, sick days, etc.
5. The cost of outsourcing is 100% billable.

**Real Brief Bits**

**WHEN IS IT TIME TO OUTSOURCE?**

Times are tougher and that can mean tough decisions for businesses. One decision that can be easy is whether to outsource.

The primary focus of executives should be on tasks that grow business. While important, administrative duties should not be taking up your time.

You got into business because you’re an expert in your field. That does not mean that you are skilled at support work. If you’re doing these jobs, you’re probably spending more time than you should because they’re outside your area of expertise.

Having a reliable resource like TPS in your rolodex can be a lifesaver when you need fast, professional support.

If you’ve been getting bogged down in tasks that are a waste of your time and talents. Contact TPS today for a free evaluation of your support needs.

**Contact TPS today for comprehensive virtual  
paralegal and administrative support:**

888 - 4 GR8 LGL (888.447.8545)

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**QUOTE OF THE MONTH**

Thanksgiving Day comes, by statute, once a year; to the honest man it comes as frequently as the heart of gratitude will allow.

*~Edward Sandford Martin*

**REAL BRIEF TRIVIA**

The United States' Thanksgiving celebration, held on the fourth Thursday of November, began with the United States Congressional declaration of 1941 establishing that weekday as the legal holiday of Thanksgiving Day.

In Massachusetts, it is illegal for stores to be open on Thanksgiving and Christmas.

