

**Focus only on
what you do best**



Let Center for Business Planning's
world-class VIRTUAL SERVICES do the rest

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Center for Business Planning is a partner who will make your outsourcing "Smart" Sourcing. By using the world marketplace, CBP is able to offer exceptional service at exceptional pricing, saving clients as much as 40% over domestic competitors. The most important benefits of "Smart" Sourcing include reduced costs and higher quality. Client satisfaction is guaranteed.

The virtual management concept is a reality today. All businesses, large or small, are looking for anytime, anywhere flexibility to run their operations. No matter the service or product, CBP can offer a tailor-made solution to fit your operating environment. With CBP's virtual solutions, teams of trained professionals are always available to satisfy your needs.

All professional services are available on a need-of-the-hour basis; variably priced, so you only pay for what you need, when you need it.



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Virtual Office

Designed for:

- ▶ Community Associations
- ▶ Non-Profits
- ▶ Consultants
- ▶ Architects
- ▶ Engineering and Design Firms
- ▶ Advertising Agencies
- ▶ General Service Providers
- ▶ Retail
- ▶ Manufacturing
- ▶ Distribution
- ▶ Medical

CPA Virtual-Office Manager gives you the ability to:

- ▶ Track and monitor work done in-house and outsourced
- ▶ Enable real time tracking of the process from any part of the world
- ▶ Include all necessary participants in the process
- ▶ Easily allocate efficient workflow backlog among staff and office locations
- ▶ Cut costs across the board
- ▶ Ensure a consistently higher quality of output using built-in checks and balances
- ▶ Increase productivity up to 40% immediately
- ▶ Handle volume spikes with "smart" sourcing component, available as needed
- ▶ Leap frog your office toward a paperless environment

Back Office Services

CBP's comprehensive back room support systems enable you and your staff to concentrate solely on your core business. All back room services are available on a variable cost basis. Pay for what you need, when you need it. Your back room functions are our core responsibility. We follow a "best practices" model and give them the due that they truly deserve.

CBP currently offers the following Back Office Services:

- ▶ Secure Post office
- ▶ Secure Data Hosting
- ▶ Data Conversions
- ▶ Virtual Assistant
- ▶ Document Management
- ▶ Scheduling
- ▶ Reference Library
- ▶ Secure Data Room
- ▶ Communications Room
- ▶ Documentation Services
- ▶ Translation
- ▶ Transcription
- ▶ Answering Service and Call Center



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Virtual Accounting Manager

Center for Business Planning's "smart" sourcing Virtual Accounting Manager introduces "Ever Ready" Virtual-Financials that have year-end quality books and records available for you at 8AM every morning.

Services

- Virtual-Documents : Paperless office
- Virtual-Payroll : Process payroll and taxes
- Virtual-Receivables : Receipts, overdue A/R management
- Virtual-Billing : Delivery of invoices
- Virtual-Inventory : Receipt, ship and replenishment
- Virtual-Reporting : Complete financial reporting
- Virtual-Taxes : Return preparation
- Virtual-Dashboard : Management by exception
- Virtual-Payables : Categorize, record, and pay
- Virtual-Contracts : Contract management
- Virtual-Commerce : Electronic shopping carts
- Virtual-Controller : Depreciation, loan amortization, fixed assets, reconciliation

Benefits

- ▶ "Best Practices" operations mode
- ▶ "Ever Ready" financials
- ▶ Lower operating costs
- ▶ Concentrate on core operation
- ▶ More effective use of vital resources
- ▶ Employ global technologies to win
- ▶ Available anytime, anywhere
- ▶ No fixed costs, variably priced

Virtual Marketing Manager

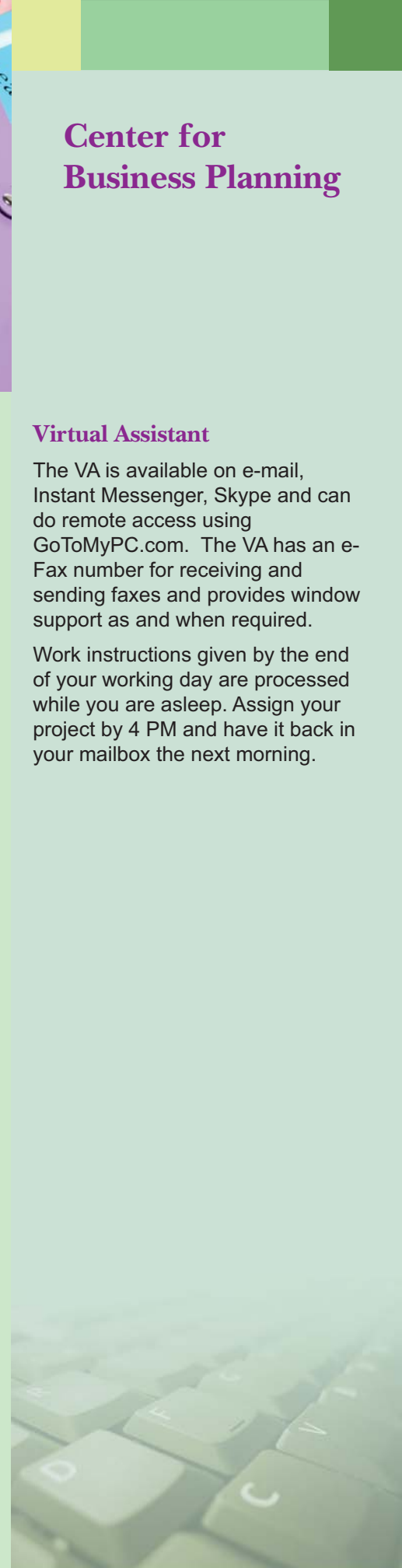
The world of marketing is becoming larger than ever - with new specialties and innovative mediums coming into the forefront with ever-growing speed. Center for Business Planning offers a complete range of "come-to-market" programs for every size and type of business including:

- ▶ End-to-end Consultation Services
- ▶ Strategies
- ▶ Research & Analysis
- ▶ Corporate Profiles
- ▶ Website Design and Development
- ▶ Logo Design
- ▶ Re-branding/Revamp Solutions
- ▶ Collateral Material
- ▶ Online and Print Advertising
- ▶ Press Releases
- ▶ Ghost writing
- ▶ Newsletters
- ▶ Blogs
- ▶ Forums
- ▶ Sales and Pre-Sales Literature

Virtual Assistant

The VA is available on e-mail, Instant Messenger, Skype and can do remote access using GoToMyPC.com. The VA has an e-Fax number for receiving and sending faxes and provides window support as and when required.

Work instructions given by the end of your working day are processed while you are asleep. Assign your project by 4 PM and have it back in your mailbox the next morning.



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Some ideas for VA uses:

- ▶ Straight typing
- ▶ Spreadsheets
- ▶ File conversion
- ▶ Formatting
- ▶ Maintain database
- ▶ Bulk e-mailing
- ▶ Internet search
- ▶ Organize C drive
- ▶ Build a resource library
- ▶ Transcription of dictation
- ▶ PDF creation and conversion
- ▶ Scanning and OCR
- ▶ PowerPoint presentations
- ▶ Pay personal bills
- ▶ Address labels
- ▶ Customer Support Services
- ▶ Create and install templates
- ▶ Make reservations

The only thing VA can't do is bring you coffee...and we're working on that!

Virtual Office Solution for Restaurants

CBP's vision for the Virtual Office in a restaurant setting is the latest revolution in the hospitality industry. At a cost that you can afford, Virtual Office answers almost every restaurant management need, including reorder points, online table reservations, multi-location inventory tracking, bar code scanning, real time order entry, data mining, virtual accounting, virtual marketing services, and much more.

Your entire restaurant business can now be accessed in real-time, from anywhere. You stay informed with detailed information, and enhance your management capabilities at the click of a button.

Virtual Condominium Association Management

Addressing the needs of small to large-sized condominiums, through end-to-end "smart" sourced online management, helps condominium associations save costs, reduce complexity, increase transparency and promptness of service, build community mind share and maintain and track all financial records

VCAM creates an effective communication platform between the board and condominium association managers, allowing them to keep a close check on what is happening with their property. VCAM also allows condominium residents to actively participate in online discussions with management and fellow owners. This is the perfect strategy to help Association Managers gain the trust of residents, and keep transparency and accountability to the highest levels.

Contract Management Solution

The Contract Management System is web-based software, designed to meet the unique needs of all parties during the contracts lifecycle:

- ▶ Legal / General Counsel
- ▶ Purchasing / Sales
- ▶ Vendors / Customers

Organizations can maximize profitability by making the process of Contracts Management more efficient:

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- ▶ Standardize the contract creation process and reduce entry errors
- ▶ Standardize administration and ensure easy review (ensure that there are no "Out-of-contract" situations)
- ▶ Regularize contract renewals and identify clauses that take advantage of market opportunities such as price changes
- ▶ Digital storage for scanned contracts
- ▶ A system of notifications for contract expiration
- ▶ Quick search for all contracts (by category, expiration date, value etc.)
- ▶ Menu-based tool generates drafts and manages various versions
- ▶ Extensive reporting capability

In addition, CBP can provide a standardized, lower cost approach for digitizing, tagging and monitoring contracts.

Website Design and Development

CBP sets the standard for professional, end-to-end design and development solutions for websites. A website means much more than just pages of information. It's an identity for your organization in cyberspace - one that faces competition just like businesses do in the real world. Our goal is to help every organization build and maintain the most optimal website,

which will always be easily visible by the targeted audience. Use CBP's expertise to revamp unappealing, slow loading websites that do not position your company or brand effectively.

Search Engine Optimization

Many website designers and developers overlook is the fact that a site actually talks to two different audiences: first, a human audience consisting of visitors logging on to your site; second, computer programs called "search engines" that crawl through your site, looking for information to help produce the right matches to search queries.

Our goal is to help every company build and maintain the most search optimized website possible.

Documentation Services, Marketing Material, Technical Writing

Documentation

- ▶ User guides
- ▶ Online documentation
- ▶ Courseware design
- ▶ Game play text
- ▶ E-books
- ▶ Website content
- ▶ Copywriting
- ▶ Ghost writing
- ▶ Software interfaces
- ▶ Q&A text
- ▶ Help manuals
- ▶ Captions/Slogans
- ▶ Advertising campaigns
- ▶ Transcription
- ▶ Translation
- ▶ Script writing



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Technical Writing

- ▶ Installation manuals
- ▶ Troubleshooting guides
- ▶ White papers
- ▶ Training manuals
- ▶ Research documents
- ▶ Articles
- ▶ Policy and procedures

Marketing Materials

- ▶ Advertisements
- ▶ Flyers
- ▶ Brochures
- ▶ Catalogs
- ▶ Proposal writing
- ▶ Press releases
- ▶ Newsletters
- ▶ Speeches

Communications Room

- ▶ Webmail
- ▶ Documents
- ▶ Contacts
- ▶ Calendar Tasks

Communications Room is a suite which includes E-mail, Documents, Calendar, Tasks, Contacts, Notes, Links, IM, Online payment gateway for financial transactions and more. From your office, home or anywhere on the road, all your data can be accessed by any computer with an Internet connection and a web browser.

BENEFITS

- ▶ Location, browser, machine independent
- ▶ File and document sharing
- ▶ Runs on both Windows & Linux machines
- ▶ Requires no client side software installation

Answering Service and Call Center

In today's automated world, customers appreciate a personal touch. Timely and responsive customer service and support are key factors to successful business growth. To allow small and medium businesses to take advantage of a contact center, CBP now offers managed inbound call center services at a very competitive price. We utilize the most current computer hardware and software systems available in the call center industry today.

Our prompt, courteous operators will provide a personal phone answering service for your clients, partners and personnel. This service can be integrated into a number of Internet answering and order-taking service programs.

For more information on the services mentioned in this document, please contact a CBP representative today.



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