



Support...Systems...Solutions...Simple!

NEEDS ASSESSMENT FORM

Find out if outsourcing your business, administrative and technical needs is right for your company by completing this **Needs Assessment Form** below and receive a complimentary, no obligation consultation. All information you provide will be kept in strict confidence. Alternate Office Solutions will never sell, rent or share your information with any other source.

*Please fill in all fields marked with an **

First Name:* _____ Last Name:* _____

Company: _____

Phone:* _____ Fax:* _____

Email:* _____ URL: _____

Briefly describe your business:

What task(s) consume a large segment of your day?:

What interruptions do you feel deter you from being productive?:

What are you not an expert at?:

What do you dislike handling in your office?:

If you had an assistant, what would be the first job you'd give him/her?:

What other tasks would you assign to an assistant?:

Your perfect assistant can do what?:

How many hours in a day do you spend on administrative tasks?:

What non-technical skills should your assistant possess?: