KAYA systems

Commitment

Perseverance

Collaboration

Integrity. Passion. Excellence.

www.KayaSystems.com

Services:

Web/Application Development

Our web/application development teams are busier than ever. Whether it's a simple website or a sophisticated web based application, we can tailor a solution to fit your requirements.

We have developed a modular e-commerce platform that can be rapidly deployed and is capable of taking your brick and mortar business online within weeks.

Some typical web tasks:

1. Website development
2. E-commerce solution
3. Spreadsheet automation
4. Standalone applications

Services:

Some typical VA tasks:

1. Desktop publishing
2. Data processing
3. Email management
4. Internet research
5. Bookkeeping entries/Billing

Virtual Assistant (VA)

If you are a professional or a small-to-medium business owner then asking yourself, "Do I need a VA?" is a valid question. A VA can be trained to do a variety of tasks. Our VAs remotely access client servers/computers to process information. We can affectively become "Your Remote Local Office." And help you cut cost and improve productivity.

Your Remote Local Office

Services :

- Web/Application Development
- Virtual Assistant
- **Consultant Support**
- Graphic Design
- Bookkeeping
- Equity Research
- Legal/Medical Transcription
- Data Analysis/Modeling
- Computer Aided Drafting

Consultant Support

As a busy independent consultant or a partner at a small consulting practice, time is one commodity you most likely don't have enough of. You spend your time on meetings, on-site visits, process mapping, brain storming sessions, and a host of other activities before you fully understand the challenge and can propose a solution.

We can take some of the routine tasks off your plate and let you focus your energies on the real issue of finding solution to customer problems.

Some typical support tasks:

1. Process Mapping
2. Power-point Presentation
3. Competitor Research
4. Business Plan
5. Data Analysis

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Typical design tasks:

1. Stationery/Logo
2. Brochure/Folder
3. Banner/Flyer
4. Catalogue/Booklet
5. Poster/Menu
6. Door Hanger/Bookmark

Graphic Design

Whether you need new designs for your marketing campaign or just need to update some existing material, we can help you in either situation. Simply, put down your ideas, content, and some examples of how you want your flyer, brochure, etc. to look like and we will create design mockups for you. Our design group can work with you on a project to project basis or we can dedicate a design resource to meet your ongoing requirements.

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Bookkeeping

The task of keeping daily financial transactions organized can quickly consume resources and divert organizations from their core business focus. We can help you with your bookkeeping tasks and provide you with a clear financial picture so you can make informed business decisions.

We offer both business bookkeeping and personal bookkeeping at competitive rates.

Some typical bookkeeping tasks:

1. Preparing Income Statements
2. Cash Flow
3. Account Reconciliation
4. Balance Sheets
5. Detailed Activity Reports

Some typical research tasks:

1. Financial Analytics
2. Financial Statement Analysis
3. Model Development Analysis
4. Valuation Modeling

Equity Research

We develop basic company research reports. Most of these reports are for marketing and investment firms. We offer customizable qualitative and quantitative research services designed to support and expand the internal capabilities of investment banks.

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Legal/Medical Transcription

Medical transcription professionals listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence, and other administrative material. Similarly, legal transcription is performed to support law firms' requirements.

For dial-in dictation, you simply dial our toll-free number and dictate. If you prefer a digital recorder, simply record dictation, transfer file to your computer, and upload it to our server.

Transcription process:

We will provide you with a toll free (1-877) number to record your dictation. A pin number will be assigned to you once we receive your FREE TRIAL request.

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Some typical analysis/modeling tasks:

1. Database creation
2. Trending and forecasting
3. Basic statistical analysis
4. Survey analysis

Data Analysis/Modeling

Data becomes information, only when it's available at the right time and in a format that is suitable for decision making. We can definitely help you organize and analyze data so you can make informed decisions. We can do trending, forecasting, and analysis using basic statistical tools.

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Contact Information:

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Computer Aided Drafting (CAD)

We offer affordable cad drafting, manually interpreted paper to cad conversions, taking your scanned paper documents and turning them into accurate cad drawings that are as accurate as the original drawing.

Kaya Systems featured by Small Business Guru - an online Newsletter for small business owners

"For me, Kaya Systems ended up being the clear winner. Long & short, I'd say Kaya's success stems from the high level of involvement by their principals. They offer a great service at a great price. They take the time to understand the expecations for each task before assigning them to some random associate."[1]

Kelly Brown
President
Small Business Guru
www.small-business-guru.com

The process:
You can either mail us the drawing package or scan the drawings and upload to our server. Similarly, we will either e-mail or upload the finished drawings to your server.

Small Business Guru
Providing Guidance & Community for the Small Business Owner

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[1] Read the complete article at http://www.small-business-guru.com/my-4-hour-work-week-experiment/

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