



# Secretarial Service

*Confidentiality is of the utmost importance to the Seller. Do not speak to the Seller or his/her employees concerning the information in this document. If you need additional information, please contact the Broker. Anthony & Associates, DRE License # 00782020.*

Profile Number: 00188

Business Type: Service

Business Name:

Address:

City/Zip:

Web Site:

Ownership Type: Sole Proprietorship

Year Established: 1979

Present Owner: 07/01/04

Owner Participation: Part time - 6 months/year

Reason For Sale: Relocating out of state

Employee's: 3 available part time

Payroll: Varies

Licenses: City Business License

Type of Lease: Gross

Length of Lease: Year to year

Size of Facility: 189 Office + Recpt = 245 total

Parking: Ample

Base Rent: \$370/mo.

R.E. Available: No

Days/Hours of Operation: 5 days: 9am - 5pm

F&E at Fair Market Value: \$15,000

Inventory at Cost: \$2,000

Annual Receipts: \$48,387

Annual SDC: \$26,249

Asking Price: \$39,500

Terms Available: \$19,500 down, Balance 5 years @ 8% interest.

Support/Training: 2 weeks - 20 hours/week

Remarks: Very well established secretarial service in a great location. 1st floor office, reception area & rest room. Has a monument sign on a high traffic street in an area with numerous offices. There are 8 office suites on the 1st floor with the secretarial service. Offers: word processing/typing, desk-top publishing, copies, printing/scanning, disk/cd copies, fax, e-mail & mail services, etc. Owner has sold her home in CA and purchased another home out of state. She has resided back east for 6 months/year each of the last two years.

*Disclaimer: The information in this Business Profile has been provided by the Seller of the business. Anthony & Associates has not independently verified or audited any of the information provided, and therefore assumes no responsibility for its accuracy or completeness. Interested Buyers are hereby advised that verification of all Seller representations is a normal part of a Buyers due diligence prior to completing the purchase of a business.*

For Additional Information:

Please submit the "NDA" requested by our client.

Thank you,

Anthony & Associates

Tel: 714/773-0283 or 800/771-0089

Fax: 714/773-0935 or 800/599-5587

Email: [Sales@BizBkr.com](mailto:Sales@BizBkr.com)



