



Mint's Office Services

8337 Southwest Freeway
Houston, Texas 77074

Do you need help with filling out documentation?

Need forms customize with your company name.

We can help your business grow.

Completing your paperwork , filing, running errands, Mobile Notary Duties and more **NO CONTRACT REQUIRED.**

Any kind of remote office duties we can help? With over 10 year of Executive Administrative office duties and more.

Mint's Office Service & More is available for your office needs time slats are fulling up so call today for a quote.

Services we offer:

1. Office Work minimum hours 4 per day
2. All Types of Auto Title we can help you do not need to stand in the long lines.
3. Mortgage Signing
4. Property Management Duties
5. Collections
6. In Office/Remote office support.
7. Trouble Shoot business complaints
8. Bookkeeping Procedures
9. Experienced in MS Office
10. Proficiency in English (oral and written)
11. Resume Writing
12. Grant Preparation
13. Personal /Business Document Preparation
14. Financial Budgeting/ Literacy Teaching a
15. Commercial Loan Preparation and Submission
16. LIVING WITH SOMEONE IF THE Relationship GOES SOUTH OR NORTH WHO GETS WHAT? (Will Writing)
17. Mechanic Lien we can help you?
18. We work with Auto Dealers
19. Typing 50/60 word per min

www.mintsofficeservices.com

USA | Ph: 832-881-6700 | Scan documents to tr@mintsofficeservices.com.

1. ****We ARE NOT attorney's AND DO NOT GIVE LEGAL ADVICE.**



Mint's Office Services

8337 Southwest Freeway
Houston, Texas 77074

Mint's Office Service & More we are your partner in the business industry.

No job too big or too small for your team we're **YOUR ONE STOP SERVICE TEAM**. We have an open door and always here to add value and efficiency to your team.

Mint's goal is to give you every possible tool to achieve your success in your business needs.

WELCOME TO MINT'S OFFICE SERVICE & MORE.

Ms. Tamintris Robinson

www.mintsofficeservices.com

USA | Ph: 832-881-6700 | Scan documents to tr@mintsofficeservices.com.

1. ****We ARE NOT attorney's AND DO NOT GIVE LEGAL ADVICE.**