



Construction Administration Services, Business Development, Marketing and Consulting

LIST OF SERVICES PROVIDED

- **New Work Leads:** Receive public, private or government solicitations delivered directly into your in-box daily.
- **CCR and Federal Biz Opps. Registration:** Eagle can help you get your company registered with CCR.gov with the NAICS codes to get you started.
- **Certifications:** Assistance with WOSB (Woman-Owned Small Business) Set Aside, EDWOSB (Economically Disadvantaged Woman-Owned Small Business) Set Aside, and assistance with 8 (a) certification.
- **Monthly Newsletters:** Keep your clients thinking about your company.
- **PowerPoint Presentations.**
- **Proposals for Request for Qualifications.**
- **Revamping your Current Marketing Materials.**
- **Strategic Plan Set Up and Tracking.**
- **Create Outcome Based Agenda Meetings.**
- **Streamline your office administration with new policies or procedures.**
- **Marketing Plans:** Great way to have all your employees be part of marketing your company.
- **Develop a Employee Participation Process Improvement Team.**
- **Monthly Billings:** Organized and on time to owners and general contractors.
- **Accounts Payable and Accounts Receivables**
- **File Preliminary Notices and Create Lien Waivers.**
- **Assistance with Certified Payroll.**
- **Project Point Filing System:** Do you want paper and electronic files to be uniform?
- **Business Correspondence:** Letters, memos, and much more.
- **Word, PowerPoint, Excel, and Outlook 2003 Training:** From one on one to class sizes up to 20+.
- **Website Up-Keep:** We can keep your website up-to-date for your clients to see your past projects, client list and references.
- **Planning company events:** Company picnics and holiday parties.

EAGLE EGC, LLC

P.O. Box 1011

Vail, AZ 85641

Ph: 520-471-5158

Fax: 1-888-239-8919

Jenn@EagleEGC.com

www.EagleEGC.com