



aVALE is a jack of many trades and a master of them all! We have poured over 28 years of starting, growing, and managing small businesses and non profits into one glass.

aVALE is an affordable and conveniently located one stop solution for the paralegal, tax/financial, clerical/admin, and marketing support services a small business or non profit needs in the first 5 years of operation.

Our people are all closely knit micro-business professionals who work in concert to provide customized integrated solutions for our clientele. Our state of the art cloud based technology keeps us all connected and provides continuity for you, the customer. It empowers us to provide our customers with live interaction. transparent processes, and up to date information about the state of their projects.

Paralegal

1. Incorporations/LLC Formations
2. 501(c)3 Applications
3. Contract Reviews
4. Small claims submission
5. Copyright/Trademark/Patent Applications
6. Business License apps

Tax/Financial

1. Business Plans
2. Grant Writing
3. Accounting/Bookkeeping
 - QuickBooks
 - Invoicing
 - Bill Payment
 - Bank reconciliations
4. Payroll management and reporting
5. Income Tax Prep (1120,1065,990,1040)

Clerical/Administrative

1. Typing
2. Outbound calls
3. Spreadsheet creation
4. Database Creation
5. Power Point Presentations
6. Applications
7. Email management
8. Notary

Marketing Support

1. Internet/Market Research
2. Marketing Campaigns
3. Photography
4. Web Site Creation - Management
5. Blog management
6. Social Media management
7. Commercial Printing
8. Signs and Banners
9. Binding (Coil/Spiral)