



BARRETT & ASSOCIATES

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What is Barrett & Associates business philosophy?

Barrett & Associates is a business operations consulting firm that provides much more than just good advice. Our goal is to free you from the daily grind of running your business, so your time and talents can be spent on developing your business to its fullest potential.

At Barrett & Associates, we'll take care of the little details that cost your business both time and money. At B&A, our goal is giving you the freedom to make your business grow.

What can we do for your company?

- Cost reduction analysis
- Check and balance for company expenses and accounts payable
- Computer systems, telephone and office equipment vendor solutions
- Office management
- Human resources management
- Mailroom facility management
- Inventory management
- Office relocation
- Office build-out supervision
- Office systems purchasing
- Third party vendor selection and bidding process coordination
- Press organization
- Vendor resources
- Insurance vendor selection and bidding process coordination
- Contingency plans and emergency procedures for office systems
- Employment recruiters