Today I’ll be the manager, accountant, and computer geek – all before lunch.

Below you will find blocks of copy to use for your promotional materials. The messaging is designed to focus on small business needs and can be used in your newsletters, PR activities, billing statements, websites and/or blogs. The copy has been written as a lead-in to a specific offer you can feature or to drive people to your location to find out more information.

25-50 WORDS: When you’re running a small business, your success depends on operating as efficiently as possible. We can show you a wide variety of ways to increase your productivity.

50 -100 WORDS: When you’re running a small business, your success depends on your company operating as efficiently as possible. We can show you a wide variety of ways to increase your productivity and that of your employees. With our solutions, you’ll be able to make the most of your strengths and outsource as necessary.

100-150 WORDS: When you’re running a small business, your success depends on your company operating as efficiently as possible. We can show you a wide variety of ways to increase your productivity and that of your employees. For example, with our solutions, you’ll be able to:

* Let technology take care of the work that doesn’t interest you.
* Manage IT issues in less time.
* Use business productivity tools to leverage your knowledge of your business.

You can also add a simple call to action within your copy that drives customers to Microsoft small business resources and offers.

It can read: Visit www.mslocalbiz.com to view valuable offers, access small business resources, and learn about other events in your local area.