



TAILORED ASSISTANT LLC

Veterans Administrative Services



CAPABILITY STATEMENT

As veterans transition from military life to civilian business ventures, they often face a unique set of challenges. Enter Tailored Assistant LLC, based in Las Vegas, NV—here to help veterans tackle these challenges with confidence. Whether it's starting a business, organizing essential documents, or setting up a virtual office, we seamlessly integrate into your operations, enhancing clerical tasks with streamlined and efficient services. Our commitment is to deliver tailored, high-quality solutions in a courteous, prompt, and professional manner, with an unwavering focus on customer satisfaction. This curated list of veteran-focused services ensures veterans have everything they need to succeed, allowing them to focus on what matters most.

Empowering Veterans: Essential Business Support Services for Success Beyond Service

CORE COMPENTENCIES

Administrative Business Support

- Business Document Preparation
- Licensing, Permits & Tax ID Application Assistance
- Invoicing & Document Creation
- Creating Presentations
- Conducting Research
- Data Entry

Virtual Office & Customer Service Support

- Day-To-Day Office Tasks
- Customer Support Assistance
- Calendar Management and Inbox Monitoring
- Email Management

Meeting & Appointment Coordination

- Scheduling & Meeting Coordination
- Schedule Trainings
- Meeting Reminders
- Event Registration & Conference Planning

Additional Administrative Support

- Develop Capability Statements
- SAM Registration Assistance
- Basic Technology Support (learning new software)
- Business Accommodations (flights, hotels, and ground transportation)



DESIGNATIONS:

- Minority Owned Business
- Certified Women Owned Small Business (WOSB) 
- Certified Economically Disadvantaged Woman Owned Small Business (EDWOSB) 
- U.S. Owned Business
- GOED Local Emerging Small Business

COMPANY PROFILE

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PRIMARY INDUSTRY NAICS CODES

Office Administrative Services	561110	1
Document Preparation Services	561410	2
Telephone Answering Services	561421	3
Temporary Help Services	561320	4
All Other Business Support Services	561499	5
All Other Support Services	561990	6
All Other Travel Accommodation	721199	7
All Other Travel Arrangements & Reservation Services	561599	8
Travel Agencies	561510	9

Performance:

National Center for **HEALTHY HOUSING** National Center for Healthy Housing (NCHH)
Ongoing contract for Office Administrative Services since 09/2023.



Overhead Solutions
Ongoing contract for Administrative Support since 08/2023.