

## Paper Organization and Bill Paying

I like pushing paper. I'm good at organizing stuff. And I know how to write a check and pay a bill. So, if you're looking for someone competent and discreet to:

- Pay Bills
- Organize Records
- Convert Paper Files to Electronic Documents
- Sort through Old Boxes of Mixed Up Records
- Or something else along those lines

I may be the your man.

\$75/hour cash in advance as a temporary, part time employee. \$125 for two hours. Max two hours in a row (and/or per week, per gig). I'm based out of *{this place}*, so figure an additional \$1/mile if you're more than 12.5 miles away.

Please email your needs if interested.

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