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For Immediate Release

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Local entrepreneur offers help --- 24/7 24/7 Office Express Inc. provides office support to businesses in need

Macedonia, OH---- When a deadline is approaching or you just don't have the time to handle the administrative part of your business, don't panic. Instead, call Teresa Zingale of 24/7 Office Express Inc., a full service office support company, to get the job done.

24/7 Office Express Inc. Services

Originally known as Desktinguished Support Services, Zingale changed her company name and incorporated in February 2005. Zingale's office is fully equipped with the most up-to-date computer hardware and software, multi-functional printer, scanner, fax machine and e-mail.

24/7 Office Express Inc. provides a variety of services including:

- Word processing
- Desktop publishing
- Presentation preparation
- Office organization
- Mailings
- Data entry/spreadsheets
- Internet research
- Event Coordination and more....

Teresa Zingale, Entrepreneur and President of 24/7 ---- and Working Mom

Teresa Zingale, a Macedonia resident and founder/president of 24/7 Office Express Inc. has more than 19 years experience in the professional secretarial and office support services arena. A graduate of the University of Akron, she holds an Associate of Applied Business Degree in Office Administration and a Bachelor of Science Degree in Technical Education.

Prior to starting her own business, Teresa spent the majority of her career at LTV Steel Company as the Executive Assistant to the Chief Information Officer and as an Analyst in the Workers Compensation Department. In December 2001, LTV Steel closed its doors. This was a defining moment in Teresa's career --- and life.

Teresa is the mother of two boys, ages seven and nine. While working full-time at LTV Steel, Teresa's boys spent their days at a day care facility. Her strong desire to be home with her sons as well as continue her professional career in the secretarial and business arena helped Teresa decide to start her own business. Teresa has been in business for herself for four years and has over 30 loyal clients.

"I truly enjoy providing secretarial services to my clients. I especially enjoy the flexibility of my home-based business and love the fact that I get to spend quality time with my children," says Teresa. "Working from home has many great benefits --- no commuter traffic, no office politics, less interruptions and the best part is that I am my own boss! I am much more creative and productive this way."

Teresa continues to say, "Not only do I benefit from working from my home office, so do my clients. 24/7 Office Express is not an employee of our clients. We are, in fact, small business owners ourselves. Therefore, we are not on our client's payroll and, thus, they are not responsible for our health benefits, 401K, vacation pay or taxes. 24/7 is compensated only for work performed on a specific task or project—that's it! Most administrative tasks can be completed and sent via phone, fax, email or U.S. Mail. For the convenience of local clients, I have a drop box enabling clients to drop off and pick up projects at any time. I also offer free delivery within a 10 mile radius. I will do everything I can to make my client's job easier."

Teresa prides herself on her ability to work flexibly with her clients to customize her services to best fit their needs. She strives to give them the commitment and confidentiality they deserve. She also understands the importance of deadlines and does not charge extra for rush jobs!

"One of our niches is stated right in our name, 24/7. We provide assistance around the clock and don't charge extra for this luxury! I have clients that have given me a project at the end of the day and they will come in the following morning to find their project completed," says Teresa.

Teresa is also active in the local community. She served on the Nordonia Hills Chamber of Commerce Board of Directors for the past two years and currently serves on the Tourist and Business Information Center Board of Directors. Teresa is also certified as a Master Virtual Assistant (MVA) and is considered a leader in the Virtual Assistant practice.

Teresa always welcomes new clients and her office is open 24/7!

For more information, contact Teresa Zingale, President, 330-908-1586, www.247officeexpress.com or teresa@247officeexpress.com.

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