



Engagement Snapshot

- Since past 3 years a large dedicated team of virtual administrative assistants have been providing real-time and offline services to the top executives of an American Fortune 500 company, in document & calendar management, maintaining Sharepoint, tracking budgets, setting appointments, doing travel bookings, creating PPT presentations, generating expense reports, conducting internet search etc.
- A New York based Hedge Fund saved US \$1.5 Million by using Brickwork India's "Virtual Research Centre". The Brickwork team of CPA's has tracked earnings of over 1650 stocks and updated the client's proprietary model. The team is now working on repeating the success with European stocks.
- The Sales & Marketing team at one of the world's leading providers of logistics software, has benefited from using the Brickwork team for three years. The Brickwork analysts helped the sales team by providing backend research on all prospective clients and qualifying them before the sales call, thus improving the efficiency of the sales team.

Client Testimonials

Brickwork scores an 'A' for follow through, and getting the task done. I would highly recommend them to anyone interested in outsourcing routine tasks. It is a matter of good attitude from the top on down to the Brickwork employee assigned to the task. Further each employee is supervised and each supervisor is supervised. This is the way all business should be done. Nice job Brickwork!

- Steve Spiro, Proprietor, Maritime Properties

For three years we considered Brickwork to be a valuable business partner to our sales and marketing teams. The company profiles they delivered had an emphasis on supply chain and IT infrastructure and allowed E2open to better qualify and understand our prospects business problems and requirements. We were consistently satisfied with the high quality of work they produced.

- Karl Roberts, Senior Manager, E2open

Brickwork India is a valuable part of our team. I needed a company that I could work effectively and efficiently with and tried different companies before finding Brickwork India. They were worth the wait! What makes them different is that they work with a team approach with different layers of expertise so I know I can get done what I need to get done and in a timely manner and without going to 5 different people.

- Mary L. Richardson, President, First Assist Inc

Brickwork India
The World's Virtual Office!

Virtual Office Solutions
for Every Business Need!

USA	UK	INDIA
Tel. : +1 617 861 4473	Tel. : +44 20 35141933	Tel. : +91 80 4040 9999
Fax : +1 617 977 0919		Fax : +91 80 2659 3672

enquiry@brickworkindia.com

www.brickworkindia.com

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About **Brickwork India**

Brickwork offers integrated services – virtual assistance, research assistance and IT services – all under one roof. Brickwork India’s clientele is from across industries, the world over, including large corporations, Fortune 500 companies, SMEs, individual professionals and entrepreneurs. Brickwork India was founded by Vivek Kulkarni, who pioneered the concept of Remote Executive Assistant (REA) in early 2004, to provide virtual business assistance at an affordable price to SMEs and professionals. This concept found instant worldwide recognition including the New York Times best seller ‘The World is Flat’ by Thomas Friedman, ‘The 4 Hour Workweek’ by Tim Ferris, and recently in Knowledge@Wharton, as well as in several international magazines and TV shows.

About the Founder - Vivek Kulkarni

Vivek Kulkarni, a Wharton MBA graduate, has over 30 years of experience in managing different verticals of business and government departments. As Information Technology and Biotechnology Secretary to the Government of Karnataka, India, he was responsible for putting Bangalore on the world map. After establishing Brickwork India, Vivek started “Brickwork Ratings”, a credit rating agency recognized by the Indian regulator “Securities & Exchange Board of India” (SEBI), to help investors make informed investment decisions. Vivek also served as Director and Chairman of the Technology Committee on the Board of the Bombay Stock Exchange, the oldest stock exchange in India.

Vivek is an intellectual who writes regularly for several newspapers and magazines on finance, banking, education and other socially relevant areas. He is also invited as Speaker at important seminars and conferences.

Brickwork **Virtual Office Services**

Virtual Assistance Services

- Customer Support
- Bookkeeping & Accounting
- Database and CRM Support
- Website Content Management
- PowerPoint Presentations
- Document Formatting and Proofreading
- E-mail and Calendar Management
- Data Entry and Data Processing
- HR Support

Consulting and Research Support Services

- Business Research
- Investment Research
- Healthcare Research
- Procurement Consulting
- Legal Support Services
- Due Diligence
- India Strategy Consulting

IT Services

Graphics and Animation

- Logo Creation
- Company Collaterals
- Printable Stationery Design
- Presentation Templates
- Product Brochures and Collaterals
- Website Design and Development
- 3D Modeling and Animation

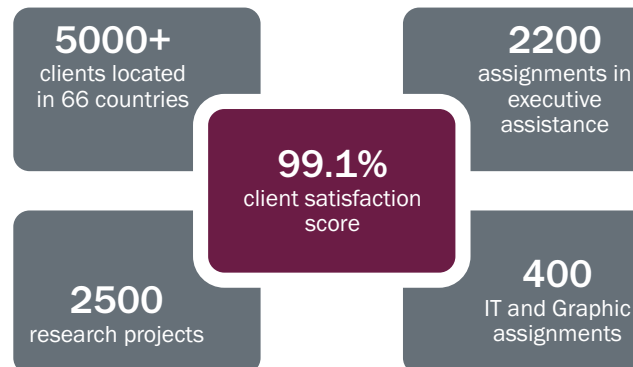
Open Source and Microsoft Technology

- e-commerce Solutions
- Website Design, Blogs and Web Services
- Desktop Application Development
- Content Management System

Online Branding and Marketing

- Search Engine Optimisation
- Social Media Marketing
- Reputation Management

Brickwork **Experience**



Brickwork **Edge**

- Established delivery systems and procedures
- Stringent quality and client feedback process
- Customised client solutions
- Databases & Subscriptions
- Qualified and trained talent pool
- Data security & confidentiality