



---

**Professional Computer/Electronic Equipment Cleaning Services**

---

Hi there.

**You are invited to join us on our Free Gift Basket Promotion!!** One of the most cost effective advertising promotions in Calgary!

**We are always sending out advertising pieces** on a regular basis that offers a Free Gift Basket to the Business Owner or Manager. Prospects respond to the ad and we subsequently set up an appointment with a Decision-Maker, Manager or Business Owner to deliver the Gift Basket and demonstrate our Computer Cleaning Services. We hand deliver about 5 to 20 baskets per month, (except during the Christmas Season, when the advertising world bombards the general public. We will only send out a few if any during December begin then we start up the campaign again after the New Year).

**These baskets full of goodies are personally delivered by On-Site's Sales Representatives – full of treats and promotional material. A sample of your product or treat can be given to the Business Owner or Manager – along with some information about your product or service... ..pretty effective!**

**All you need to do to participate is contribute something of recognizable value to the basket.** This can be something like small sample of your product (if that is feasible) or a specialty advertising promotional piece (trinkets with your logo/name on it such as mouse pads, pens, notepads,).

**Some participants simply have put a few candies in tiny bags with a nice ribbon and their business card attached.** Others have purchased gourmet coffees, teas or hot chocolates in individual packs and stapled their business card.... You can use your imagination – as long as all food items are individually packaged. **The item must be tangible and it cannot “have strings attached.** It must be totally free – in other words they don't have to buy something to get it.

**Why are you invited to join this effective campaign?** Well, we have been doing this since 1998 – giving away Free Gift Baskets as a way of getting our “foot in the door” in small, medium and larger companies – with excellent success. We are looking to make our baskets as big and valuable as possible. Because we are giving them away for free, **the larger the basket the more likely it will increase the ‘compulsion’ for our prospects to do business with all the participants.**

**In return for your “contribution” of a tangible item of value** (not just a gift certificate), you can put a piece of advertising material (brochure or flyer) in the basket. The point is to get your information to the right person – the decision-makers. Often these get distributed around the office or hung up on the staff bulletin board.

We personally deliver about anywhere from 5 to 20 Gift baskets in a month, depending on our current advertising campaign.

If you would like to participate, please prepare at least 30 to 50 items of your choice, along with a matching number of your flyers or brochures and call me at 259-5330. We will arrange for a place for you to drop them off in Calgary (My office is in Crossfield)

If you have any questions, please call me.

Best regards,

**Jane Tetley**

**E-mail:** [jane.tetley@onsitecomputercleaning.ca](mailto:jane.tetley@onsitecomputercleaning.ca)

**On-Site Professional Business Services Inc.**

**Phone:** [403] 259-5330

**Web Site:** [www.onsitecomputercleaning.ca](http://www.onsitecomputercleaning.ca)

**Toll Free:** 1-888-308-3883

**Fax:** [403] 946-0238



**Professional Computer/Electronic Equipment Cleaning Services**

To: \_\_\_\_\_,

**I thought I would send you a complimentary gift basket to share with the office.** We like to do something nice for people such as you who are busy.

**In a sense what we're doing is spending twenty dollars to buy some of your time**, so to speak. I am sure you are generally concerned about the cleanliness and the professional image that you portray to your customers and business associates.

**Keeping things clean and neat is important**, because some people feel that what they see in your location is what they'll get from you and your staff. If your location looks messy and dirty, maybe they'll think that's the kind of service they'll get.

**What we do is help people maintain that professional image and at the same time prolong the life of your computers, telephones, and all of your electronic equipment.** We make them look brand new.

So give us a call. **We'll only take 10 minutes of your time to show you what we can do.** Then you decide if we can make a striking improvement to your office.

Remember if for some reason you are not interested in having your equipment cleaned after previewing our service, there is no obligation to buy. You get the gift basket to do with what you like.

Thank you.

Sincerely

*Jane Tetley*

403-259-5330

Jane.Tetley@onsitecomputercleaning.ca

[www.onsitecomputercleaning.ca](http://www.onsitecomputercleaning.ca)

PS. I hope you and your staff enjoy the specialty coffees, chocolates and teas.

**Simply:** fill out the form below, fax it in and we'll set up an appointment with you to show what we can do with your dirtiest keyboard, at no charge. Then you decide whether or not you would like to have all your equipment cleaned.

**YES! I WANT MY KEYBOARD CLEANED FOR FREE! *I want to see the difference you can make in MY office Please bring that free gift basket with you, "cause we're hungry!"***

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Please mark down the number of pieces of equipment you currently have in your office**

\_\_\_ Phones \_\_\_ Printers \_\_\_ Photocopiers \_\_\_ Fax Machines \_\_\_ Adding Machines

\_\_\_ Scanners \_\_\_ Calculators \_\_\_ PC's (Keyboard Monitor, CPU) \_\_\_ Other

**Fax to: On-Site @ 403-946-0238**

**One of our representatives will call to set up a convenient time to show our service to you and clean your keyboard for FREE**