

Office Remedies

Your Trusted Research Partner



Presented by
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Office Remedies is a woman-owned, small business and the trusted research partner to government agencies, commercial firms, and associations.

Let's go back 22 years!

When we started from the basement of my home, we had.....

- ONE computer with a 20 megabyte hard drive
- ONE phone line
- Two to three home-based employees
- No internet
- The vision

Typical Day

- Used 5-1/4 floppy disks
- Met in parking lots and on street corners to transfer disks to each other
- Called via traditional phone lines to transmit data on a nightly basis
- Ran programs through the night to meet daily client deliveries



Carla Trexler
takes a break
with son Ryan.

Otfinowski, Danuta. Photograph. *Make Money, Work Barefoot*. Good Housekeeping. May 1999. Print.

Fast Forward To 2010

- Two locations, approximately 85 employees
- Northern Virginia location supports 34 employees
- Herndon headquarters has 8 full-time and 4 part-time employees
- Virginia location currently employs 22 teleworkers on a weekly basis
- Launched formal telework program for our Northern Virginia location in June 2009 (10 months)
- 38% of our hours during these months have been logged into our TeleWorkVA! program
- Total of 1552 TeleWorkVA! Days
- Processed millions of transactions for our customers
- Serviced over 50 different projects

TeleWorkVA! Dollars At Work

- Established a formal telework program
- Purchased 7 laptops
- Purchased 4 software licenses that would enable 8 employees to work from their homes
- Upgraded our server for a more controlled and secure remote dial-in
- Quick documentation and approval process
- Quarterly reimbursement deposited directly into account

Overall Benefits for Teleworking

- A proven record of managing up to 20 projects per week with a remote workforce
- Low staff turnover ensures quality and continuity
- Unyielding commitment to quality deliverables by our employees
- Business model incorporates flexible work schedules which helps keep costs low, while empowering employees who are taking time away from the full-time workforce
- Forced us to develop measures for deliverables
- No additional space requirements for 22 employees
- Work life harmony

Riding the Storm for Years With Remote Employees

- Survived the downturn of our business after 9-11
- Survived the downturn of our economy the past two plus years
- Learned to take advantage of technology to bolster our business
- Grown exponentially the past 3 years
- Employee pool is deep

Where Do We Go From Here?

- Add employees to our telework program
- Create new lines of business that support our teleworking culture
- Spread the word about the benefits of teleworking and how it helps companies grow
- Contribute to the reduction of traffic and congestion!!!