

## HOME OFFICE HINTS

### **Build Your Home Office**

(NAPSA)—As more and more Americans are opening their own home offices, experts at the Alliance for Affordable Services, an association that helps members save money, offers tips to help:

A reliable Internet service provider and e-mail system is a must for small businesses. A recent survey of Alliance members indicates that doing business online has become an increasingly popular trend—an average 79 percent have Internet access and 91 percent use e-mail on a regular basis.

Dedicate a specific place as your office, such as an extra bedroom or basement area. If you don't have much room, consider converting a walk-in closet into a small office.

Find a desk with ample work surface for your computer and necessary components. Look for adjustable keyboard and mouse trays. Get a good chair with proper back and arm support.

Organize your space. Provide a place for mail, reference materials and office supplies. When you are seated, your telephone, fax machine, computer and filing cabinets should be within reach. Make sure you have enough power outlets for all your equipment.

In addition to such tips and other money-saving benefits, members of the Alliance for Affordable Services can get free business advice from professional consultants. For more information call 1-800-733-2242. 