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OVER !T



Dear Clients,

As we bring 2011 to a close, we reflect on the memorable moments that made this year incredible. The year brought about the demise of such giants as American Airlines and the Los Angeles Dodgers, the passing of visionary master Steve Jobs and Oprah's final episode. Stock markets around the globe are improving, unemployment claims are down and Black Friday was a success. Most important of all, small business is rebounding, the American engine has been reignited and opportunity abounds.

I am most happy to report that 2011 was a year of significant growth for our small businesses and opened the door for the merger of Over iT!, a technology consulting firm, and IHR Financial, a finance consulting and management company. The merger enabled us to create our dream, the small business superstore. This "one-stop" solution combines technology, finance and human resources, which are the key operational components needed to form a solid foundation for a business' growth and success.

With such a diverse array of services, we wanted a name that reflects who we are as a company. Our combined companies will go to market as Administrivia. Simply put, Administrivia is the tiresome-but-essential details that must be taken care of and tasks that must be performed in running an organization. Administrivia is our core business, the back-office functions of an organization. While partnering with business owners, we strategically implement their vision and goals by acting as the gears that enable the business to function.

With all this change, one thing remains the same, our mission to help small business owners live their passion. We remind our clients to do what they do best, like make great food, be amazing chiropractors or win great legal battles. Meanwhile, we make sure the servers are running, the employees are paid and there is cash available in the bank. It's our job to keep the lights turned on.

Practically speaking, we want to clearly communicate what these changes mean for you as a client:

**What will change?**

- Our name: Administrivia, Inc.
- Our Web site: [www.administrivia.com](http://www.administrivia.com)
- Our e-mail addresses: [adam@ihrnow.com](mailto:adam@ihrnow.com) will now be [adam@administrivia.com](mailto:adam@administrivia.com) and [cameron@overithelp.com](mailto:cameron@overithelp.com) will now be [cameron@administrivia.com](mailto:cameron@administrivia.com)

**What remains the same?**

- Our leadership and quality of service
- Our mailing address: 1579 Monroe Drive, Suite 410, Atlanta, GA 30324
- Our physical address: 195 14th Street NE, Suite B Atlanta, GA 30309
- All phone numbers: (678) 941-9403 or (404) 474-0598

Please take time to visit our new Web site, [www.administrivia.com](http://www.administrivia.com), to learn more about our range of services and the many more ways we are able to serve you and your company. Sometimes change can take time getting used to, but we have been planning and working to make this as smooth a transition as possible. Should you have any questions regarding this change or any of our new products and services, please contact us directly at (678) 941-9403, (404) 474-0598 or via e-mail ([adam@administrivia.com](mailto:adam@administrivia.com) or [cameron@administrivia.com](mailto:cameron@administrivia.com))

From all of us at Administrivia, may you and your loved ones have Happy Holidays and a profitable new year!

Sincerely,

*Adam Rimes*

Adam T. Rimes, CPA  
President, IHR Financial

*Cameron Champion*

Cameron Champion  
Founder, Over iT!