



CAPABILITY STATEMENT

Bridging Trust Through Administrative Management & Operational Excellence.

ABOUT US

TrustBridge Services LLC provides professional administrative and operational support services to businesses, government contractors, and commercial organizations. We help clients improve efficiency through reliable administrative support, document management, customer service support, scheduling and coordination, and operational assistance.

Our commitment is to deliver organized, dependable, and scalable support solutions that help clients improve productivity, streamline operations, and focus on their core mission.

CORE COMPETENCIES

- Administrative Support Services
- Business Operations Support
- Document & Records Management
- Customer Service Support
- Scheduling & Coordination
- Data Entry & Database Management
- Virtual Administrative Support
- Process Improvement Support
- Business Communication Support

DIFFERENTIATORS

- Virginia-Based Limited Liability Company (LLC)
- Professional, Reliable, and Detail-Oriented Service
- Flexible Remote and Virtual Support Solutions
- Responsive Customer Service Approach
- Organized Administrative Processes
- Commitment to Accuracy and Confidentiality
- Scalable Support for Small Businesses and Government Contractors
- Active SAM Registration

NAICS CODES

Primary NAICS Code

541611 – Administrative Management and General Management Consulting Services

Additional NAICS Codes

561110 – Office Administrative Services
561410 – Document Preparation Services
561499 – All Other Business Support Services
561210 – Facilities Support Services
561720 – Janitorial Services
541519 – Other Computer Related Services
541512 – Computer Systems Design Services
561320 – Temporary Help Services

COMPANY DATA

Legal Business Name: TrustBridge Services LLC
Business Structure: Limited Liability Company (LLC)
State of Registration: Virginia
Ownership: SBA Certified Woman-Owned Small Business (WOSB)
UEI: Q2A2CYG6RJP7
CAGE Code: 20VQ3
SBA Certification: WOSB (Effective July 22, 2026)
Accept Government Purchase Cards: Yes
Service Area: Virginia and Nationwide Remote Support

CONTACT INFORMATION

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