

BLUE RIDGE SOLUTIONS LLC

Government & Commercial Support Services

Reliable support. Delivered with precision.

Knoxville, Tennessee

865-229-6089

info@brscontracts.com

CAGE: 247R4

Company Overview

Blue Ridge Solutions LLC is a Knoxville-based small business providing dependable administrative, document and records, transcription, and courier/logistics support to government and commercial clients. We emphasize accuracy, confidentiality, responsiveness, and careful attention to contract requirements and deadlines.

CORE CAPABILITIES

Administrative Support - Scheduling, correspondence management, data entry, document preparation, office coordination, and operational support.

Document & Record Services - Document preparation, organization, indexing, scanning support, data entry, and records management with attention to accuracy and confidentiality.

Transcription Services - Transcription support for meetings, interviews, hearings, and recorded materials, including formatting and turnaround requirements.

Courier & Logistics Support - Time-sensitive document and material delivery, scheduled routes, and logistics coordination tailored to contract requirements.

WHY BLUE RIDGE SOLUTIONS

Responsive & Reliable - Close attention to schedules, requirements, and deadlines.

Detail-Oriented - Accuracy, confidentiality, and careful documentation are central to every task.

Client-Focused - Services are adapted to the specific requirements of each engagement.

Small-Business Agility - Direct communication, practical coordination, and hands-on oversight.

GOVERNMENT CONTRACTING INFORMATION

SAM.gov	Active registration / All Awards	Business Type	Small Business
CAGE	247R4	Primary NAICS	561110 - Office Administrative Services
Additional NAICS	492110 - Couriers and Express Delivery Services		561499 - All Other Business Support Services

PAST PERFORMANCE & EXPERIENCE

Blue Ridge Solutions draws on extensive professional experience in administrative operations, customer and client service, regulated documentation, research-program support, financial and records accuracy, staff coordination, training, logistics, and deadline-driven environments. The company is newly established and is building its corporate past-performance record.

Cheryl Giles
Owner
Blue Ridge Solutions LLC

CONTACT
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