

## Virtual Assistant's - Smart Business Solution for Business Owner's

Hiring a virtual assistant is fast becoming a need for the busy entrepreneur, small business owner and person on the run. With the advent of new technologies and ways of doing business, the VA is here to help you on your way.

Virtual assistants are independent entrepreneurs who work remotely and use technology to deliver services to clients globally. Most work from their home offices and receive their project instructions by phone, fax, e-mail or even instant message. Many virtual assistants offer secretarial services, marketing, graphic and Web design, IT support or even translations are becoming more common.

Clients are most likely to hire virtual assistants to save money. Virtual assistants pay for their own equipment, taxes, training, healthcare and insurance. Industries most often hiring virtual assistants include the real estate, insurance, financial services, accounting, legal, engineering and large corporations as well as small business owners to reduce financial constraints while building a business.

### **Clients benefit from:**

- \* No Overhead
- \* Minimal investment
- \* No long term commitment
- \* No multiple vendors \* No hidden costs
- \* No hiring and payroll headaches

### **Working virtually is especially powerful for many reasons:**

Giving work to a Virtual Assistant gives back time and space for an abundance of other things, which may include:

- \* Growing a business
- \* Doing just the work you love
- \* Spending more time with family and friends
- \* More balance in life

**Virtual Assistants will manage all the services that your business requires. Some of the more common services offered are:**

### **\* Business and Personal Services**

- Bookkeeping
- Word Processing
- Photography
- Desktop Publishing
- Ad Campaign Management
- Personal Assistance - errands, scheduling, reminders
- Database Management
- Corporate and Personal Travel Services
- Corporate Event and Party Planning
- Copywriting - News articles, blog, press releases
- Promotion Products search
- PowerPoint Presentations
- PDF Conversions
- Consulting - Home Based Business

### **\* Design and Site Marketing**

- Link Building Campaigns
- URL submissions
- News Articles/Blogs
- Web Design and Marketing
- Website Page Content
- Commercial Photography Services - Photo Enhancing and animation

***AND SO MUCH MORE!!!***