



*"First to Introduce the 'Team' Approach to Virtual Assistance."™*

#### **Administrative Services**

- Appointment Scheduling
- Calendar Synchronization
- Conference Call Set-up
- Courier Service Scheduling (local courier or FedEx/UPS)
- E-mail Monitoring
- Event Planning
- Gift Basket Ordering and Delivery
- Internet Research, Internet Marketing
- Ordering (office supplies, etc.)
- Order Fulfillment (books, tapes, CDs, etc.)
- Tele-class or Seminar Scheduling
- Travel Arrangements and Accommodations
- Vendor Communication and Scheduling

#### **Bookkeeping Services**

- QuickBooks Consulting and Training
- Organize and set up company financial records
- Data entry for income and expense tracking
- Bank deposits
- Accounts payable/receivables
- Payroll processing
- Journal entries
- Monthly bank and credit card reconciliations
- Month end, quarterly and year end financial statements

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- 1099 and 1096 compliance and filings
- Sales and Use Tax returns

### ***Secretarial Services***

- Bulk Mail Preparation/Handling
- Database Management
- Desktop Publishing
- Digital Photography (photo manipulation/enhancement)
- Newsletter Creation and Distribution (electronic or print)
- Phone-in Dictation (digital)
- Printing (coordination)
- Remote Computer Access (for file sharing)
- Scanning (OCR and photographs)
- Spreadsheet Creation and Formulation
- Transcription (tape and digital) (general business, legal and medical)
- Word Processing/Document Preparation

### ***Productivity Services***

- Microsoft Outlook Management: E-mail, Calendar, Contacts, Tasks
- Microsoft Outlook Forms Customization
- Microsoft Outlook Training and Support for Stand-Alone User or Exchange Server or Office 365
- Intranet/Extranet Portal Collaboration through Windows SharePoint Services
- SharePoint Services v3. Training, Support and Customization

### ***Technology Services***

- Autoresponder Set-up and Maintenance
- Blog Set-up, Hosting, Design and Maintenance
- Video and Audio Production and Editing
- eCommerce (including Shopping Cart Set-up, Product Upload, and Maintenance)
- eCourse Set-up, Distribution and Maintenance

- Podcasting Recording, Editing, Music Intros, and Posting
- RSS Feed Service for Blog and Web Site
- Shopping Cart Set Up and Maintenance

***Web Site & Graphic Design Services***

- eBook Covers
- Custom-Designed Candy Wrappers for Any Event
- Graphic Design (logos, banner ads, Web Site templates)
- Web Site Creation, Domain Name Registration and Hosting Set-up, Maintenance

***Writing and Author Services (Books, eBooks, Business Materials, Business Documents, Web Content)***

- Article Submission and Tracking
- Internet Research
- Coordinate development of collateral materials
- Tracking publicity
- Tracking sales
- Coordinate speaking schedule
- Copywriting
- Editing
- Proofreading
- Technical Writing