

# Services

## INFORMATION PROCESSING

Word Processing—Correspondence  
Complex Document Processing  
Reports—Manuscripts—Manuals  
Newsletters—Proposals—Spreadsheets  
Proofing—Editing—Faxing—Copying

## DESKTOP PUBLISHING

PowerPoint Presentations—Marketing  
Materials—Brochures—Business Cards  
Newsletters—Announcements—Flyers  
Invitations—Postcards

## ADMINISTRATIVE ASSISTANCE

Mailings—Appointment Scheduling  
Calendar Mgmt—Telephone/Email Support  
Vendor Mgmt—Email Blasts  
Internet Research—Marketing Support  
Database Management—Data Entry  
Contact List Management—Customer Service  
Support

## TRAVEL & EVENT MANAGEMENT

Event Planning—Travel Arrangements  
Accommodations—Transportation  
Dining—Expense Reports  
Teleclass and Online Meeting & Training  
Rooms—Participant Registration and  
Confirmation—Training Material  
Preparation and Distribution

## TRANSCRIPTION SERVICES

Correspondence—Interviews—Lectures  
Audio Books—Research—Minutes

*Custom services designed to fit your needs!*

# Virtual Administrative Services

*Offsite Administrative Assistance*



**Becky Gregory, GVA**

*Your Administrative Solutions Provider*

*‘Giving You The Freedom*

*To Take Care of Business’*

Brochure designed and created by  
Virtual Admin Services  
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## Virtual Assistance

### *Offsite Administrative Assistance*

#### The Practical Solution

Much of today's business operates outside of the traditional office. Business owners, entrepreneurs and busy professionals don't always need full time, on-site Administrative Assistants.

Virtual Assistance is the practical solution for businesses and individuals who require on-demand, professional administrative support, but don't require a full-time employee.

#### What is a Virtual Assistant

Virtual Assistants are independent contractors who provide administrative, technical, and creative services to their clients. VA's are highly skilled professionals with extensive administrative and business support experience. Working from their own offices, VAs provide expert online assistance to a wide range of clients.

#### How It Works

At VAS we use the latest office technology to provide virtual *"work that matters"*, helping to enhance our client's business image. Work is transmitted through a number of methods including: email, fax, telephone, mail couriers, the internet and pick up and delivery.

#### The Advantages

- ◇ Enjoy the cost efficiency of offsite support with resources already in place
- ◇ Experience the convenience of having your personal assistant available virtually anytime
- ◇ Benefit from the knowledge and experience of a skilled professional
- ◇ Eliminate the costs of employee benefits, payroll taxes, office space, equipment and training
- ◇ Avoid the uncertainty and hassle of dealing with temporary agencies

## Virtual Administrative Services (VAS)

#### Save Time

The time you spend on administrative work is valuable time you could devote to business building activities or to your family. Consider how much time you really spend on those essential but time consuming back office tasks that keep your business running smoothly.

**Virtual Admin Services (VAS)** can give you back that valuable time by efficiently managing your day to day administrative tasks, *virtually*. We are your single source provider of online executive/administrative support services designed to help you reach your business goals.

#### Save Money

At VAS we charge affordable hourly rates. Billing occurs in 15 minute increments so you only pay for actual "time on tasks." We also have a number of convenient, cost saving retainer packages available. When you compare our rates to the cost of maintaining a full-time administrative assistant, you'll find the difference is significant.

Contact Virtual Admin Services today for a free consultation and find out how we can assist you no matter how small or how large your project may be.

#### Quote:

*"...the virtual assisting industry is growing rapidly and is expected to be a \$127 billion industry by 2008, but it could be larger."*

**Source: Marubeni Corporation Economic Research Institute, Dec 2002**

## Becky Gregory, GVA

### *Graduate Virtual Assistant*



- ◇ Graduate of Virtual Assistant University (VAU)
- ◇ Microsoft Office User Specialist (Certified)
- ◇ Microsoft Certified Professional
- ◇ Over 25 years of administrative, business and desktop support experience

#### Virtual Administrative Services (VAS)

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