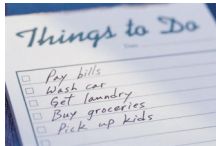


## Ask Yourself These Questions...

Are you spending too much time working for your business rather than on your business? Are you feeling stressed by the many countless administrative and promotional tasks, that you never have time to grow your business?

Do you ever wish you could finally cross off all the tasks from your to do list?



Would you love some help but don't want to deal with the headaches of hiring an employee (payroll, benefits, taxes, finding space in your office, etc.)?

How much of your valuable time is spent managing paperwork, answering questions, doing follow-up, returning phone calls, and numerous other administrative responsibilities?

Five hours? Eight hours? Even More?

Would you like to gain those valuable hours back?

If you answered "yes" to any of the questions above, I have a great solution for you! You can outsource your tasks to me - and have your very own **Virtual Office Assistant**.

*Don't put off 'til tomorrow what I can do for you today, call me now!*

**252-257-0658**

## Introducing



On Demand Office  
Assistance

*Serving the surrounding  
areas of  
Lake Gaston, Virginia*



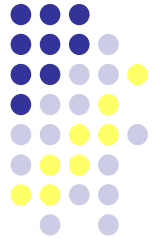
On Demand Office Assistance

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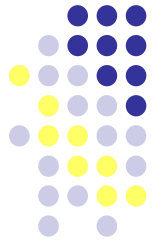
[claudia@VirtualOfcAssistant.com](mailto:claudia@VirtualOfcAssistant.com)

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# Virtually Yours...at the Lake

## On Demand Office Assistance



### What is a Virtual Office Assistant?

A virtual office assistant is a highly skilled professional who provides administrative support and a variety of other specialized services to businesses, executives, sales professionals, entrepreneurs, and others who seem to have more work to do than time to do it.

### Mission Statement

*It is my mission to meet a broad range of administrative needs of small business owners providing the highest quality, at a reasonable cost.*

### What are the Benefits of a Virtual Assistant?

#### Creates Value

A Virtual Office Assistant creates value for her clients through a dynamic learning process — the more she learns about the client's business the more she is able to support that business; therefore, creating more value to the client.

#### Creates a Partnership

In a Virtual Office Assistant/Client relationship, the Assistant gives all she has, in terms of talents, skills and resources. As a result there is constant benefit for all involved, and as such, the Assistant derives as much benefit from the relationship as the client.

#### Cost / Time Savings

- Escape the hidden costs of having an employee, such as payroll taxes, benefits, insurance, office space, office computers, software, sick leave, training and more.
- Save money by only paying for time worked. No overtime pay when projects have to be completed by a specific time period.
- Save time by delegating busy work and spending more time increasing revenue and building your client base.
- Get experienced assistance when you need it.
- Never have to pay a 'temp' agency fee; eliminate the guess work by knowing who is performing the work each time you need assistance.
- You can count on working with a professional who is dedicated to helping their own business grow.
- A virtual office assistant strives to have a long term relationship with their clients; and will always strive to provide them the best quality service.

### What Services are Provided by a Virtual Office Assistant?

My services include a full range of support solutions for your growing business. Regardless of it's form, every solution is built with your success in mind. Whether providing a total solution or a piece of the puzzle, I know a "customer focused" approach is critical to your success - and mine!

Administrative, Marketing & Design services are a sampling of services I can assist you with. Depending on the task, I can work from my home or in your office.

Examples of Administrative services include but are not limited to:

- Business Correspondence
- Data Entry
- Filing
- Internet Research
- Mail Merges
- Meeting Planning
- Power Point Presentations
- Spreadsheets, Charts & Graphs
- Travel Arrangements
- Word Processing

Examples of Marketing & Design services include but are not limited to:

- Brochures & Flyers
- Business Ads
- Business Cards
- Logos
- Newsletters
- Postcards
- Website Design / Redesign
- Website Maintenance
- Website Hosting

Don't see what your looking for here? Call me; I'm sure we can work together to meet your needs.

252-257-0658