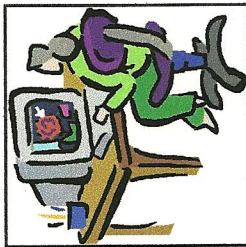


What is a Virtual Assistant (VA)?



A Virtual Assistant - a highly skilled, self-employed professional who provides administrative support and other specialized services from a home-based office to other entrepreneurs, and corporate executives. Using leading-edge technology like the Internet, e-mail, disk transfer or the traditional methods such as regular mail, overnight shipping or pick-up and delivery in local areas. A Virtual Assistant can communicate effectively and quickly with clients about work assignments.

What type of services does your VA provide?

Your Virtual Assistant provides word processing, database management, Internet research, e-mail handling, reminder service, bulk mailing, desktop publishing, meeting and event planning, business start-up consultation, and any other administrative tasks. Actually, the Virtual Assistant's services are nearly endless—it all depends on the needs of the client.

Hiring a VA will help you:

- Reduce your operating, equipment and employee costs
- Find the time to explore new opportunities for your business
- Spend more time with your family instead of 'working late at the office' ...
- Meet high priority demands on short notice
- Provide a replacement for a sick or vacationing employee

What should you expect from your Virtual Assistant?

- Prompt delivery
- Quality documentation
- Confidentiality
- Efficiency

With the Virtual Assistant service, you will never pay for:

- Unemployment or social security taxes
- Insurance or employee benefits
- Additional overhead for office equipment or space

Our services are:

- outlined in the contract, and provide what you need, when and where you need it!