

## Professional Business Services

I am your assistant, virtual in nature, providing a range of services that enable you to have time to focus on your business as you see fit. The services available include administrative, logistical, scheduling, financial, and organizational assistance for small businesses and entrepreneurs. With affordable rates and different pricing options, I will create a plan that works for you, your to-do list, and your budget. Let me take over some of your workload so you can . . . Simplify, Organize, Smile.

### Document Processing –

- Proofread/edit documents, presentations, etc.
- Format/enhance documents & presentations with visuals
- Create PowerPoint presentations
- Develop/mail newsletters
- Develop agendas, document minutes
- Create/maintain spreadsheets

### Writing -

- Write business materials – marketing, analysis, correspondence, etc.
- Write newsletter articles
- Develop/maintain website content
- Write job descriptions/announcements
- Write/maintain procedures
- Write/maintain employee & training manuals

### Financial –

- Process credit card/EFT payments; provide associated reporting
- Develop invoices; track payments; support collections
- Pay bills, online or physical
- Provide income reporting
- Deposit & record client payments
- Record & submit expense reports

### Client Support –

- Follow-up with potential clients after networking events & sales calls
- Work with existing clients to collect on overdue invoices, renew contracts, answer front line questions, etc.
- Develop & maintain client lists
- Handle holiday cards/thank-you's to clients, vendors & prospects

### Travel Planning –

- Research/book for business trips, extended leave
  - Airline, train, car reservations
  - Accommodations
- Directions & mapping support

### Email Management –

- Develop folder structure for easy storage/retrieval of pertinent emails, develop “rules” as needed
- Receive, sort, organize email; respond as instructed; identify & delete what is deemed “trash”.
- Send emails as needed for meeting/event support - invitations, scheduling, RSVPs, deadlines, follow-up, etc.

### Analysis –

- Event & training program evaluations
- Membership & revenue fluctuations
- Calendar partitioning
- Best practices

### Organizational/Accountability Support –

- Develop long & short term “to-do” lists
- Prioritize & modify your lists based on changing events in your business life
- Create itemized steps spelling out plans for accomplishing each task on list
- Identify “delegate-able” items
- Provide reminders as due dates approach
- Be your “**accountability partner**”

### Logistics -

- Identify venue for an event, meeting, retreat, etc.
- Develop agenda, support material
- Develop/organize/maintain guest lists for events
- Arrange for meals/snacks/beverages, audio visual requirements and other supplemental requests
- Develop meeting notices or invitations, track RSVPs
- Assist as host at event

