

virtual assistant services



Center for
Business Planning

Center for Business Planning (CBP) offers 'The Virtual Assistant' as a stand-alone service or as an integral part of the Virtual Office, the Virtual Accounting Manager or the Communications Room.



Do you face the following daily challenges?

- Wish for an extra pair of hands?
- Never have a temporary worker available when you need one?
- Cannot justify that extra employee just yet?
- Unhappy with the current administrative assistant?

Do you just run out of time?

- Can't complete those time-consuming tasks that must be done on schedule?
- If you could ever get those templates done and loaded - the time you could save!
- My Outlook Contacts are a mess - still have 500 business cards not entered!
- If I could only get that data on a spreadsheet - the time it would save!

Wish no more!

Enter CBP's Virtual Assistant!

The VA is available on e-mail, Instant Messenger and Skype, and can do remote access using GoToMyPC.com. The VA has an e-Fax number for receiving and sending faxes and provides Windows support, as and when required.

Work instructions given by the end of your working day are processed while you are asleep. Assign your project by 4 PM, have it back in your mailbox by 8 AM the next morning

- Purchase VA time in blocks of 20 hours, use when needed, never expire
- Less expensive and more reliable than a temp employee
- No sick days, no vacations, no payroll expense



Some ideas for VA uses

- Straight typing
- Spreadsheets
- File conversion
- Formatting
- Update and maintain database
- Bulk e-mailing
- Internet search
- Clean up and organize your C drive
- Build a resource library
- Transcription of dictations of memos/letters
- PDF creation and conversion
- Scanning and OCR
- PowerPoint presentations
- Pay your personal bills
- Address labels
- Customer Support Services
- Create and install templates
- Make reservations

The only thing VA can't do is bring you coffee...and we're working on that!!



What do you
have to LOSE?

Sign-up
for your
VIRTUAL
ASSISTANT
TODAY
& sleep well
TONIGHT!



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