Services

**INFORMATION PROCESSING**

* Word Processing
* Correspondence
* Complex Document Processing
* Manuscript, Manual, Newsletter, & Proposal Creation
* Document & Spreadsheet Editing & Proofing
* Faxing
* Copying

**DESKTOP PUBLISHING**

* PowerPoint Presentations
* Marketing Materials
* Brochure, Business Card, Newsletter, Announcement, Flyer, Invitation, & Postcard Creation

**ADMINISTRATIVE ASSISTANCE**

* Mailing & Email Blasts
* Appointment Scheduling & Calendar Management
* Telephone & Email Support
* Vendor Management
* 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 Reporting
* Teleclass, Online Meetings, & Training Rooms
* Participant Registration & Confirmation
* Training Material Preparation & Distribution

**TRANSCRIPTION SERVICES**

* Correspondence
* Interviews
* Lectures
* Audio Books
* Research
* Meeting Minutes

*Custom services designed to fit your needs!*

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Virtual Administrative Services

*Offsite Administrative Assistance*

Pamela Cromwell

# Your Administrative Solutions Provider

*‘Providing a Modern Solution to a Classic Problem*’

### 

Virtual Assistance

*Offsite Administrative Assistance*

VirtualPOW

Pamela Cromwell

#### THE PRACTICAL SOLUTION

**SAVE TIME**

Much of today’s business operates outside of the traditional office. Most business owners, entrepreneurs, and professionals do not need full-time, on-site Administrative Assistants.

Virtual Assistance is a practical solution for business and individuals who require on-demand, professional administrative support.

#### WHAT IS VIRTUAL ASSISTANCE?

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 **VirtualPOW**, 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 off-site 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

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

**VirtualPOW** gives you back that valuable time by efficiently managing your day-to-day administrative tasks, *virtually.* We are a single-source provider of online executive/administrative support services designed to help you reach your business goals.

#### SAVE MONEY

At **VirtualPOW**, we charge an affordable hourly rate, 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 **VirtualPOW** today for a free consultation and find out how we can assist you no matter how small or how large your project may be.

* Over 15 years of administrative, business, and desktop support experience

**Virtual Administrative Services**

**New Jersey**

**Phone: 201- 215-8769**

[**www.virtualpow.com**](http://www.virtualpow.com)[**info@virtualpow.com**](mailto:info@virtualpow.com)