



# Getting To Know You & Your Business

1. Describe your occupation: Company, industry, job duties, etc.
2. What are your biggest 'time sucking' or most disliked tasks?
3. What is the #1 goal that you want to achieve in 2017?
4. Do you currently outsource tasks, via employees or virtually?

Please email [support@snaptask.biz](mailto:support@snaptask.biz) to give us the opportunity to show you the ways a virtual assistant at SnapTask will be the perfect fit to expand your business virtually!