



SERVICE OPTIONS FOR WHAT YOU NEED MOST

Virtual Content – Optimize the efficiency and look of your Word documents, Excel spreadsheets, emails, reports, PowerPoint presentations, cover letters, meeting prep/notes, resumes, contracts, etc.

- | | |
|---|--|
| <input type="checkbox"/> Custom Professional Formatting | <input type="checkbox"/> Data Entry & Updating |
| <input type="checkbox"/> Formula Integration | <input type="checkbox"/> Simplify & Improve |

Virtual Organization – Make the jump to digital organization and wonder how you lived without it.

- | | |
|--|--|
| <input type="checkbox"/> CRM Management | <input type="checkbox"/> Social Media Posting |
| <input type="checkbox"/> Calendar Management | <input type="checkbox"/> File Organization |
| <input type="checkbox"/> Appointment Scheduling | <input type="checkbox"/> Online Research |
| <input type="checkbox"/> Reminders for Important Dates | <input type="checkbox"/> Specialized Projects |
| <input type="checkbox"/> Email Management | <input type="checkbox"/> Industry Specific Tasks |

Event Planning – Coordination with vendors to organize small business events.

- | | |
|--|---|
| <input type="checkbox"/> Pre-Event Research | <input type="checkbox"/> Invitations/Reminders |
| <input type="checkbox"/> Reservations | <input type="checkbox"/> Ordering Refreshments |
| <input type="checkbox"/> Presenter(s) Coordination | <input type="checkbox"/> Presentation Materials |

Travel Arrangements – Coordinating all aspects of business travel

- | | |
|---|---|
| <input type="checkbox"/> Schedule Flight | <input type="checkbox"/> Car Rental, Driving Directions |
| <input type="checkbox"/> Hotel Reservations | <input type="checkbox"/> Weather/Traffic |

Client Mailings – A one-time mailing, mass mailing to all of your clients or anywhere in between.

- | | |
|---|---|
| <input type="checkbox"/> Invitations | <input type="checkbox"/> Client Gifts |
| <input type="checkbox"/> Thank You Notes | <input type="checkbox"/> Holiday Cards |
| <input type="checkbox"/> Birthday/Anniversary Cards | <input type="checkbox"/> Promotional Material |