

# ABOUT US

SnapTask provides comprehensive administrative and management support, virtually. We know it can be time consuming and confusing to stay organized and up to date in today's fast paced digital revolution. With that in mind, it is crucial to stay current in all of the rapidly changing aspects in technological advancement. This happens when the door to the digital revolution is unlocked and paired with a virtual assistant.

That's where SnapTask comes to save the day with extensive organizational knowledge along with savvy technology skills we can effectively provide services to help!

We are here to assist in a myriad of ways and give you the ability to choose which solutions you would like, a-la-carte. This approach frees up time for the things in your business that only you can do. Whatever you can't or don't have time to do, is exactly what we are here for.

Add a  
space →

# WHY US

We want to give business professionals a way to incorporate virtual options without having to sacrifice quality, time or budget.

We have over 5 years of helping entrepreneurs with their business needs, by providing them with exceptional, customized assistance. We also have extensive digital knowledge and are constantly learning the most efficient ways to help you achieve success. By staying educated in the most current technological options, we are able to identify problems and provide solutions best suited for you.

# WE WANT TO ASSIST YOU

IN GETTING YOUR BUSINESS  
WHERE YOU WANT IT TO BE

**(469) 227-0154**

**www.snaptask.biz**

# SERVICE OPTION DETAILS



## CONTENT SUPPORT

Optimize the efficiency of your Word documents, Excel spreadsheets, PowerPoint presentations, cover letters, meeting prep/notes, etc.



## VIRTUAL ORGANIZATION

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



## TRAVEL ARRANGEMENTS

Coordinating all aspects of business travel.



## EVENT PLANNING

Coordination with vendors to organize business events.



## CLIENT MAILINGS

Coordination with vendors to organize business events.

Switch

CRM, Calendar, Email management, Appointment scheduling, Online Research and specialized industry projects

→ a one-time mass mailing to all of your clients or anywhere in between

**snap**  
TASK