

Virtual Service Partners

Service at your fingertips.

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25 Things a VA Can Do for You

1. **E-mail, Voice Mail:** Check client's email and/or voicemail to handle and clear the less important messages, leaving only the high priority ones. This ensures you leverage your time effectively while I look after the details for you.
2. **Word-processing, Spreadsheets and Presentations:** Letters, reports, training manuals, contracts, proposals, business plans, mileage or expense logs, progress reports, marketing plans, financial reports or presentations. Whatever forms or documents you need whenever you need it.
3. **Editing and Formatting (Standards Maintenance):** For maintaining your professional image, the basics of spelling, grammar, and punctuation, and ensuring the format is consistent and aesthetically pleasing.
4. **Contact Management:** Create, input and maintain your contact database. A central place for name, phone number, address, website, email address, etc. Keep details current and up to date.
5. **Reminder Services:** Birthdays, anniversaries, milestones or special dates are all details I can manage for my clients. Peace of mind is a wonderful thing.
6. **Distribution List Management:** Daily broadcasts, monthly newsletters, be available to welcome new subscribers or unsubscribe individuals on your behalf, whether using a distribution list on your email program or a list service.
7. **Client Management:** Maintain your professional image by being the point of contact for administrative inquiries by your customers/clients. Schedule meetings/appointments, answer inquiries, send information, and provide resources.
8. **Marketing/Writing:** Knowing your business enables me to speak to your potential clients. I will get the main points you want me to provide, fill in the blanks with what I know, and create a draft. I will provide the final tweaks and you produce a polished product.
9. **Tracking Statistics:** Business owners need and want to know what strategies do or don't work. Tracking, compiling, and reporting this information is invaluable to you. I can make it efficient and effective.
10. **Bookkeeping/Invoicing:** Every business needs bookkeeping, and yes it can be done virtually!
11. **Desktop Publishing:** Create brochures, flyers, newsletters or forms.
12. **Web Site Design/Support:** Create, maintain and update your website.
13. **Transcription:** Minutes from meetings, voice mail messages, class notes, phone conversations, sales presentations, notes from focus groups - whatever the requirements are, delivered accurately and timely.
14. **Arrangement for Travel, Conferences, Meetings, Workshops, Retreats, or Calls:** Details, details, details. Need I say more?
15. **Research:** Look for the names of those top ten executives. Find out the best long distance plan. What networking opportunities are available in your area? Find out the latest technology available. Conduct a survey of potential or past clients. I am ready, willing and able to dig, dig, dig for information.

16. **Bulk Mailings:** Targeted fax broadcasts, email blitzes or snail mailings to get the word out for my clients. I help keep your bottom line growing.
17. **Screen and Forward Your Mail:** Use my mailing address, or a local private mailbox if you prefer, and with some training from you I will know what you do and do not want to see. I can send you a weekly priority mail envelope with just the goodies.
18. **Bill Paying:** With today's technology, you never have to see or pay another bill. This can be done by you providing the electronic pass code or simply transfer the required amount of funds into the account.
19. **Fax Services:** If you are out of town on business or on vacation I can look after your faxes for you by simply forwarding your fax number to me. Prevent running out of paper, paper jams, or papers scattered over the floor upon your return.
20. **Creating Systems and Processes:** Create systems and processes for what happens when a potential client first contacts your company to when they no longer need the product or services, and all the steps in between.
21. **Strategic Planning:** What are your goals and vision for your business? Is it a new service? A new product? Staff expansion? Speaking engagements? I will stay on top of what's next for your business and support the next steps to make it a reality for you.
22. **Resources:** Chances are you are not an expert at it all. What human resources do you need to complete the picture for your business? I can find them and get them in place.
23. **Management Duties:** Are you managing resources? Let me take that off your hands!
24. **Personal Assistance:** Your life is composed of both business and personal aspects. Let me help you - don't limit the possibilities.
25. **Provide Support:** It's always nice to have a different perspective or someone to point out things you cannot see. Whether you want to bounce an idea off someone or get a second opinion, I will be here for you!