



Virtual Assistance

Your Key to Profitable Growth

www.virtualservicepartners.com

Overview

- What is a VA?
- What does a VA do?
- How will I benefit from VA services?
- What are the advantages?
- What do I look for in a VA?



What is Virtual Assistance?



- A Virtual Assistant (VA) is an independent entrepreneur providing administrative, creative, and technical services.
- Utilizing advanced technological modes of communication and data delivery, a professional VA assists clients in his/her area of expertise from his/her own office on a contractual basis.

The Virtual Assistance Industry



- The “virtual assistant” concept began to emerge circa 1995, when isolated Internet sites began advertising Web-based staffing solutions.
- While recent research indicates that the majority of VAs are now based in the US, practices are also found in Canada, Australia and the UK.

Factors of Development in the VA Industry

- Growth of the Internet
- Changing demographics
- Corporate downsizing
- Evolution of telecommuting relationships
- Expansion of the field of virtual services generally



The VA Community



- The Virtual Assistant community has developed into a global workforce of highly-skilled and trained office and technical professionals.
- The VA community is often praised for its camaraderie and free-flow of knowledge and experience.

International Virtual Assistance



- For the business that wants to grow internationally, a Virtual Assistant offers an "instant presence" in a foreign country.
- International VA Associations such as the IVAA link VAs and clients from all parts of the globe.
- Clients with foreign VAs benefit from:
 - Time zone advantages
 - Currency exchange advantages
 - Foreign market knowledge "point of entry"

Services Provided by a VA

- Administrative Support
- Marketing
- Bookkeeping
- Web Site Design and Maintenance
- Scheduling
- Data Entry
- Multimedia Presentations
- Desktop Publishing
- Real Estate Support
- Database design
- Graphic design
- Research
- Transcription
- Legal Secretarial
- Insurance Broker/Agent Support
- Business Coaching
- Personal Assistance



Advantages of Using a VA

- Saves you time: flexible work hours
- Saves you money: no payroll, taxes, or training expenses, only pay for the hours you use
- No need to provide office space
- Skilled, professional service
- No geographical limitations
- Access to new technology
- A partner in the success of your business



Who Benefits from VA Services?

- Small businesses
- Entrepreneurs
- Consultants
- Executives
- Presidents
- Self-employed workers
- Busy people
- Clubs and associations
- Real Estate Agents
- Lawyers
- Doctors
- Performers
- Market Agents
- Home-based business
- Start-up business
- Internet business
- International business
- ANYONE!



What to Look for in a VA



- Can the VA provide client testimonials?
- What are the billing rates & forms of payment?
- Does the VA specialize in relevant areas?
- Is the VA available for the hours you require?
- Is the VA equipped with the proper hardware and software?

Conclusion

- When you hire a VA, you open the door to a global resource of administrative and technical support.
- Virtual Assistants help YOU so that YOU can focus on your business.
- The Virtual Assistant: a partner in **YOUR** success!



Virtual Service Partners

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