

Summary

My services were designed to help Entrepreneurs and other small-businesses by offering assistance on a need-for-help basis without having overhead expenses to pay when compared to hiring traditional employees. By hiring a Virtual Office Assistant you will always have the help you need, when and if you need it. I am also available for urgent or rush jobs after regular business hours, on weekends and during most holidays.

You can choose from Project, Retainer, Short-term or Long-term services. All tasks will be tailored to suit your specific needs whether you are a Project or Retainer client.

A Project Client is someone who needs a little added assistance but on a need-for-help basis only. **Hourly rates** are charged and work best for Project clients. Billing is by the minute, so that means that if your project takes five hours and ten minutes, you will only be billed for the that amount of time that it took to complete the project.

Retainer Clients are those who need the extra help and require assistance on a more regular basis whether short or long term. The more hours required the more you save! Hourly rates are charged and billed in quarterly increments. However, ten or more hours can help you save from 10 - 40%.

- For all first-time clients; a security deposit is payable on the cost of estimated work. Balance is payable upon completion.
- An additional fee will be charged and is payable for all urgent and rush jobs after regular business hours, weekends and during most holidays.
- All jobs are subject to a 4 hour minimum.
- Long Distance Charges may apply for any calls made outside of the local calling area.
- **Payable by:** Company or Certified Cheque. Money Orders are also accepted. Sorry no cash or personal cheques accepted.

Call today
for your
Free
Estimate



Your satisfaction is my priority!

Patricia Bracelin
Virtual Office Assistant Support Service
459 Regent Street,
Hawkesbury, ON K6A 1G2

Phone / Fax: 613-632-3467
E-mail: pbracelin@sympatico.ca
Website: <http://pbvoass.weebly.com>



Enormous savings for
today's economy!



Assistance if and when
you need it!

Hours:

Monday to Friday 9:00 to 5:00

Available after hours, on
weekends and during most
holidays for rush orders

What is a Virtual Office Assistant?

As a Virtual Office Assistant, I work as an independent contractor from my own home-based office. My services are designed to assist you by preparing printer-ready material and allows you to get the help you need with your office administrative tasks while you concentrate on generating revenue if and when you need it.

Tasks or Projects are communicated to me via the internet, phone, fax or courier and sometimes for local clients onsite.

Benefits to small & mid-sized Businesses

- No need to spend valuable time and money going through the résumé screening, hiring and training processes, and there are absolutely no overhead expenses.
- You pay only for “time on task” or by project.
- There is no payroll expenses, no paid vacation time, no benefits, no bonuses etc..
- I will help you stay focused and on schedule freeing up your time to concentrate on building your business
- I can handle your seasonal or periodic projects and my service is very convenient when your current staff gets overloaded or during holidays.
- You are not limited to the usual 9-5 hours. My hours are flexible to suit your needs.
- For an additional small fee, I will make myself
- available to assist you after regular business hours and on weekends for urgent and rush jobs.
- I am available to handle a wide variety of tasks such as those mentioned further on in this brochure.

Please note that final proofing and approval is the responsibility of the client.

Who benefits from my services?

Entrepreneurs or Small Business Owners: If your business image needs to look more professional I can help you with that. I can create your standard business documents and create pamphlets and newsletters to help in promoting your business. Check out all the services that I offer in the following section. If you don't see what you need, call me or send me an email and I will do my best to assist you.

Business Travelers: I can transfer work to you on disks so that you can take your work with you wherever you go. Need some research done for an important meeting? I can also do that for you and compile it into bulleted list form for ease and convenience.

Real Estate Agents: Wish you had an assistant but can't afford to hire one full-time? Need more time to be able to show more properties but you're too busy sitting behind your computer? Call me, I may be able to assist you.

Non-profit Organizations - (Churches, Schools, Fundraising Organizations): Do you have large typing jobs that are taking too much attention away from working on your next event or project? Why not pass them onto me? I would be more than happy to assist you so that you can continue to concentrate on whatever it is that you need to do.

Students: Need to do some research for a class project but can't find the time to do it? Let me ease your busy schedule so that you can concentrate on other classes. I will research your topic of choice and organize the information for you and then email or fax it back to you.

Virtually anyone who needs extra help can benefit from using this service.

Services Available

General Office: Typing letters, filing, Data-entry, Faxing, Mail, Email services, prepare and organize Training Manuals, schedule Appointments and Confirmations.

Database Management: Update and maintain Database, Inventory lists.

Desk Top Publishing: Letterhead, Business Cards, Brochures, Flyers and Newsletters, Menus, Signs, Invitations, create and/or revise Company Forms, Greeting Cards.

Specialized: Consulting and preparation of Résumés and Cover Letters, Power Point Presentations, Scanning, Document file conversion to PDF format.

Proofreading: Editing, Spelling and Grammar checks on existing documents.

Research Assistant: Give me a topic and I will do my best to locate all the facts and data you need and forward the prepared information onto you.

Off-site phone reception: I can answer your phone as often or as long as you require my service. (simple set-up through Bell is required)

Collect Media Information: Will read and prepare information from newspapers and internet for clients.

Other: Should you require other services not mentioned in this pamphlet, please feel free to contact me at any time.

Service Termination

If at any time you feel that my service is no longer required, it can be terminated immediately without any costs that would accompany the termination of a traditional employee.