



# Virtual Office Assistant Support Service



613-632-3467  
613-632-3467 (fax)  
pbracelin@sympatico.ca

A solution to all your business needs  
**GUARANTEED!**

# Services Available

Whatever your office or business needs to function more efficiently, I can and will do for a fraction of the cost of hiring someone with no costly over-head expenses. Eliminate high payroll expenditures by paying for the work you need done and nothing more!



## Letters

Choose from standard letters to a more sophisticated style of business letter.



## Fax Cover Pages

Choose from assorted styles to suite your everyday business needs, or design a new one with or without your logo.



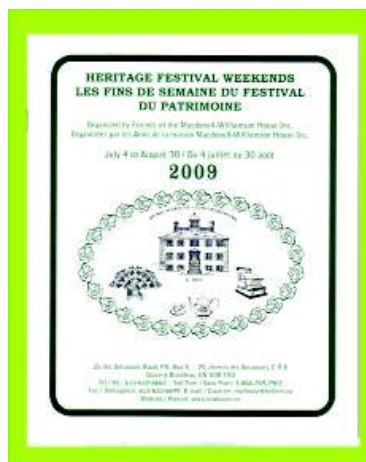
## Invoices & Spreadsheets

Invoices and spreadsheets are designed to suite your needs whether you need them for sales, receipts or inventory.



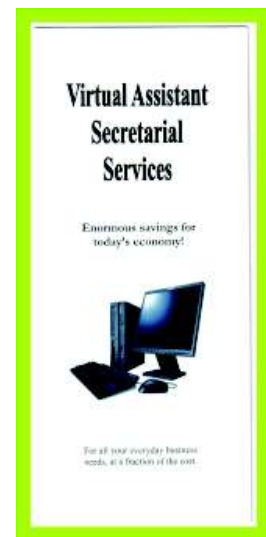
## Newsletters & Communiqués

Available in color or monochrome. Size, set-up, design, language and final product are subject to your approval prior to printing.



## Booklets

All booklets are created and designed according to your specifications and needs. Final product is subject to your approval prior to printing.



## Pamphlets / Brochures

Available in assorted sizes and styles.

# Specialty Needs...

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## Office Needs

- Research
- Proofreading
- Power Point Presentations
- Data Entry
- Business Cards & Name tags
- Letterhead
- Address Labels / Envelopes
- Update lists (*mailing and contact etc...*)
- Mass mailings (*stuff envelopes and prepare for shipping*)
- Appointment Scheduling & Follow-ups
- Filing



## Signs & Posters

- Will design signs according to your needs and specifications
- Posters for any occasion



## For Special Occasions

- Greeting Cards
- Gift Certificates
- Banners
- Design Placemats
- Design Newspaper ads
- Catalogues (*such as this one or create your own unique idea*)



# Important Notes.....

- All projects created and designed are subject to your approval prior to mass printing.
- All projects to be printed will be saved on a CD or DVD unless instructed to save on memory card or stick.
- All final printing shall be done at your choice of Print Shop.

## **ADDITIONAL SERVICES:**

- Other services such as Photocopying, Faxing and Long Distance Phone calls are subject to additional charges and must be agreed upon at the time of the Service Request.
- Should you require other services not mentioned in this Information Package, please do not hesitate to ask me about it and I will do my best to provide you with the service(s) needed.



*Virtual Office Assistant Support Service  
provided by: Patricia Bracelin*

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*Hawkesbury, Ontario K6A 1G2*

*613-632-3467 (phone/fax)*

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