

# SERVICES OFFERED

## DESKTOP PUBLISHING



Newsletters	Business Cards
Flyers	Brochures
Stationery	Calendars
Event Programs	Resumes
Presentations	Scanning
Invitations	Menus
Postcards	

## ADMINISTRATIVE SERVICES



Virtual Office Services	
Word Processing	Scheduling
Email Management	Mass Mailing
Travel Arrangements	Copy Service
Workshop Material	
Typing/Document Processing	
Reminders (Business and Personal)	

## BOOKKEEPING



Accounts Receivable
Accounts Payable
Customer Account Management
Invoice/Billing Service
Bill Paying

## DATABASE DEVELOPMENT/ DATA ENTRY



Data Entry
Data Management
Form Letters

FORGET THE HASSLES  
REMEMBER OUR NAME!

VIRTUAL EXECUTIVE.COM  
4522 SNAPFINGER WOODS DR  
DECATUR, GA 30035



**VIRTUAL EXECUTIVE.COM**

VIRTUAL BUSINESS SUPPORT SERVICES

Studies show that more than 60 percent of an enterprise's workday is spent either acquiring or retaining clients...



...so who's managing your office, while you manage your clients?

[www.virtual-executive.com](http://www.virtual-executive.com)

PH: 770.322.3580

## ADMINISTRATIVE SUPPORT SERVICES



In the world of business, receiving first-class support is essential to an organization's success. Ironically, the delivery of these services is usually left to under-skilled clerical workers, unconcerned temps, or overworked professionals to handle. But what if there was an easier, cost-effective way to meet your objectives, on time, and within your budget?

THERE IS!

Whether you require a PR guru, assistance in planning a business event, or just clerical support, call Virtual Executive.

We offer a unique combination of sound administrative skills, with time-tested organizational and communication strategies, that can accentuate your company's strengths.

### HOW DO WE ASSIST YOU?



We take the time to understand your unique business situations, and tailor our services to address them, on-time, as needed.

## OUR OFFICE, YOUR SCHEDULE!



We are administrative, creative and technical support professionals offering our services via the latest in telecommunications and Internet technologies.

We currently offer two levels of support: Virtual Assistants and Virtual Professionals.

Our Virtual Assistants (VA) provide superior administration support, via the Internet (e-mail, instant messaging), telephone, facsimile, USPS, and courier services. Each service can be provided ala carte, or as part of a package.



Alternatively,

Our Virtual Professionals (VPs) provide a broad and diverse range of services including marketing research; event planning, tele-sales, web design and Brand Development...all geared towards one goal...To create positive visibility for your business, while growing your bottom line!



### Additional Benefits

**FLEXIBILITY:** Our services are scalable to accommodate your changing needs without the worry of overtime expenses.

**EMERGENCY ASSISTANCE:** We are available 16 hours a day, six days a week (Sun-Fri, 6 am- 10 PM)

**VIRTUAL FREEDOM:** No on-site employees means no liability, no workers' comp insurance, and no payroll taxes to calculate. Nor do you pay any health benefits or other expenses. Everyone is an independent contractor.

**NO EQUIPMENT COSTS:** All the latest technologies, no additional costs!

**SERVICE PLANS:** We offer multiple service plans for those that want the assurance of having the service of their VA or VP whenever they need them, without the heavy overhead expense.

