

Benefits of our Virtual Office

Our Virtual Assistance Services provides the business community with a variety of administrative services to corporations, organizations, companies and institutions.

Entrepreneurs, self-employed individuals and small office home office (SOHO) businesses would benefit from outsourcing their administrative and clerical tasks to us.

Whether you are considering outsourcing from a large company or running a one-person business, we can help you.

No time to do your paperwork?

Our Virtual Assistance Services finishes your paperwork to help you meet those deadlines and leaving you extra valuable time to tend to your business.

Want more time for yourself?

Outsource your extra workload to us and take the workload pressure off you and your staff.

Adheres strictly to the standard ethical principles of professional conduct and confidentiality.

Business Sources

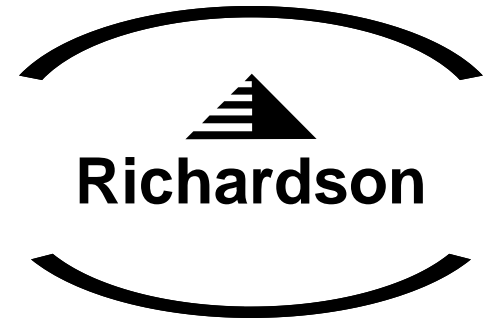
We provide virtual assistance outsourcing services to the following:

- federal or provincial government agencies
- publishing and writing companies
- engineering or planning departments
- marketing and economic firms
- educational institutions
- real estate / title / construction companies
- health or medical institutions
- law firms or clinics

*For more information
please contact:*

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Virtual Assistant

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Virtual Assistance Services



Save time and money !

Virtual Assistance Services



We provide companies, organizations and corporations with a variety of office administrative and desktop publishing services. Businesses can get the administrative support they need without having to hire extra employees, pay benefits, buy extra equipment or share office space. We perform our services off-site and you only pay for the services provided. Our Virtual Assistance Services are ideal if you need someone occasionally or on a continuous basis. Let us assist you with your extra workload to help meet those pressing deadlines or with a special project. Our Virtual Assistance Services would like to be part of your staff team and help your company save valuable time, money and office space.

Services

Over Flow Work
Document Preparation
Formatting / Proposals
Grammatical Editing / Proofreading
Manuscripts / Manuals / Reports
Assistance with Special Projects
Desktop Publishing

- *Affordable*
- *Confidential*
- *Convenient*
- *Cost Efficient*
- *Flexible*
- *Professional*



Service Information

Workmanship

- Is paramount

Savings

- Time and money

Rush Jobs

- Extra 50% Surcharge

Fees

- No hidden costs

Service Rates

- Affordable

Expertise

- Proficient professionals

Large Volume Work

- Special discounts offered

