



G VIRTUAL SOLUTIONS

We Make Generation Virtual

81 Ways A Virtual Assistant Can Support Your Business

GetVirtualServices.Com

1. **Late Payment Follow Ups** – we are not a collection agency but we assist by contacting your debtors on your behalf. It's amazing how a simple call from someone other than you can often trigger payment *and keep the relationship intact*.

2. **To-do List** – we'll take care of all those little things you need to get through each day like restaurant bookings, gift buying, organizing meetings, follow up on outstanding orders...

3. **File back-up** – let us back up all your files or computer/s and keep a copy *safe* on your preferred cloud based server (Dropbox, GoogleDocs).

4. **Filing** – simply send us those loose documents lying around your office and we'll sort them into nominated categories, and return them with a *master list* all ready to slip into your filing cabinet.

5. **Typing and Transcription** – lectures, medico/legal recordings, building reports, business meetings, teleconferences and interviews,



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6. **Bill Paying** – you can count on our confidentiality and discretion to perform regular online bill payments on your behalf. Simply have your invoices sent to our PO Box and we'll make sure you're never late for a payment again. You'll also get a *payment report summary* for your records.

7. **Notes on the Run** – email us digital voice recordings of the *brainwaves* you have when jogging, driving, or falling asleep and we will email back a typed and formatted version of your notes for future reference.

8. **Point of Contact** – whether you're heading out of town for a couple of days or a couple of months, we can be your point of contact, taking all your calls, screening emails, scheduling teleconferences.

9. **Mail Centre** – re-direct your mail to our PO Box and we'll screen, process and sort it for you. We'll notify you of important documents requiring action then scan and email them to you.

10. **Digital Files** – send us digital recordings of iPhone memos' and podcasts for transcription.

11. **Topic Research** – provide a list of *hot article topics* for your blogs and eNewsletters by researching online articles and forums related to your industry.

12. **Internet Research** – if you need research on competitors, products, services, a new phone plan or computer we can do all the leg work and send you back a detailed report of our findings.

13. **Word Processing** – typing, formatting and design of reports, proposals, tenders, assignments, thesis, articles, job memos and tables.

14. **Schedule Management** – confirm existing calendar appointments ahead of schedule via SMS, email or phone.



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15. **Baby-sit Your Business** – manage your emails, phone calls, mail and scheduling when unexpected situations dictate that you must be away from your business for a short time, or you just want a short break.

16. **Data Collection** – collect, collate and summarize data obtained from reports and surveys conducted.

17. **PDF Conversion** – convert word, excel, publisher and various other documents to PDF.

18. **Sounding Board** – running short of someone to bounce your business ideas off? We will listen to all those ideas you have running round your head and help you get some direction.

19. **Virtual Business Partner** – Do you have a brilliant business idea but are too bogged down with current commitments to get things started? Call your VA to get the ball rolling.

20. **Templates** – design and standardize your business stationery so you don't have to recreate it each time you need to prepare a document.

21. **Tradie Support** – manage your quotations, ordering bookings and inquiries while you focus on the job.

22. **Proof Reading** – we can cast a second set of eyes over your typed documents prior to sending or publishing; picking up on grammatical, contextual and spelling errors.

23. **Email Management** – we can screen your emails, answer the most common information requests and forward you any requiring further action.

24. **Product Instructions** – if your product requires instructions we'll work with you to develop a clear and concise product instruction page or manual.



25. **Checklists** – design and format *checklists* for in-house, external, or online use by trades and small business; quality control, packing and distribution, maintenance.

26. **Skype-In Number** – Organize setup for you and advise on the best Skype handsets to use with your chosen computer.

27. **Desktop Publishing** – documents, templates, brochures, certificates, cards, invitations, signs, flyers, menus, form creation.

28. **Quick Shortcuts** – provide you with a list of timesaving keyboard shortcuts for Mac and PC that you'll wonder how you ever lived without them.

29. **Regular Reports** – allow us to collect, collate and format your team's regular reports and return them ready for review and presentation. No more confusion with missing or lost documents and files.

30. **Excel Spreadsheets** – design, format and maintain your spreadsheets; we'll create high quality presentation documents with graphs and charts.

31. **PowerPoint Presentations** – create sensational presentations for your next reunion, seminar, board meeting, sales meeting, network meeting, wedding, anniversary, birthday or engagement.

32. **Arrange Printing** – of your business cards, stationery, signage, marketing material, invitations or menus.

33. **Testimonials** – we'll contact your happy clients and get glowing reviews that will help promote your business.

34. **Welcome Packs** – put together *welcome packs* and *thank you packs* thanks to '1st' class client packs.



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35. **Remote Access** – access your computer no matter where you are in the world to finish off tasks or provide remote training.

36. **Computer Support** – our VA's can walk you through any computer problems you are having and help you with software and computer training via Skype, phone or email.

Virtual Personal Assistance

37. **Travel & Accommodation** – research and book airfares, car hire and accommodation for your next business or personal getaway.

38. **Sending Flowers** – to friends and loved ones on birthdays, anniversaries and the arrival of new family members.

39. **Send Out Cards** – birthday, Easter, Christmas, anniversary cards to friends, family and clients letting them know how important they are to you and your business.

40. **Gift Buying** – if you're running short on time to purchase those employee/client appreciation gifts or certificates, just give us a couple of ideas and we'll do the rest.

Seminar Support

41. **Mail Merge** – our VA's will perform a mail merge, send invitations to your nominated database and track attendees on a spreadsheet or via your CRM.

42. **RSVPs Contact** – be a point of contact on an email address or phone line for RSVPs, sending you weekly and final attendance reports.



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43. **Name Tags** – design name tags and place cards and arrange for printing and delivery to your chosen function centre.

Virtual Reception

44. **Phone Answering** – take those important calls and screen unwanted ones when you're too busy to attend to them yourself.

45. **Call Transfer** – we always make sure someone answers (no blind transfers) and will transfer to 20+ team members.

46. **Appointment Scheduling** – manage your online calendar and take care of your online bookings and appointment scheduling 24*7.

47. **Holiday Reception** – manage your calls while you take a holiday, emailing all messages to you and transferring important ones.

48. **Receive Faxes** – on your behalf and forward them via email.

49. **SMS Messages** – send your urgent messages via SMS if you're away from your computer or have no internet connection.

Database Management

50. **Import Lists** – to MailChimp, Constant Contact or your CRM so you can send out email newsletters and marketing campaigns.

51. **Mail Merge** – send hundreds of letters, invitations or newsletters to your database including supply and print of labels and envelopes, plus posting. Postage included upon request.

52. **Data Entry** – enter details from that collection of business cards into your database or CRM.



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53. **Follow up Letters** – send letters/emails to those contacts you've recently met at a seminars and networking events.

54. **Data Clean Up** – confirm details of those on your list, collect additional primary information like email address, phone number and postal address, furnishing you with a complete database.

55. **International** – if you're preparing an overseas mail-out we can contact a VA in that country to work with you. That way you're only paying for domestic postage.

56. **CRM Setup** – so you can manage your sales from lead to potential sale and invoice and manage your email, calendar and marketing campaigns.

Email Marketing

57. **Email Newsletter** – design, write and send your email newsletter via mail merge or using a 3rd party application like MailChimp, Constant Contact or your companies CRM.

58. **MailChimp & Constant Contact** – setup accounts and newsletter templates in preparation for future email marketing campaigns.

59. **Ongoing Support** – weekly, monthly or quarterly support to produce and distribute your eNewsletter.

60. **Email Newsletters** – source articles collate, type, and format your regular e-Newsletter or proof your copy for errors before you send it out.

Online Marketing

61. **Campaign Management** – manage subscribers, campaign distribution and reporting.



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62. **Social Media** – setup, training and management of your Facebook, Twitter, LinkedIn or G+ accounts.

63. **Customized Design Cover** – design a Facebook Timeline Cover and a Twitter background to maintain consistency in your online branding.

64. **Website Updates** – update existing and add new content, add pages, articles, blogs, social media feeds and general site maintenance.

65. **Site Redevelopment** – overhaul your current website, giving it an entirely fresh feel, usability and adding functionality.

66. **Facebook Ads** – design a landing page, setup and manage your Facebook ads and promoted posts.

67. **AutoResponders** – setup autoresponders to improve efficiency and automate your online downloads.

68. **Blog Writing** – write sizzling copy for your regular blog, send to you for approval and distribute via your website and social media.

69. **Keyword Research** – find the words that your target clients are typing into the search engines and provide you with a comprehensive report.

70. **Article Submission** – submit your written articles to chosen websites to increase your companies' online visibility.

71. **Add Events** – to your Facebook business page and LinkedIn profile and share them with nominated groups.



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72. **Re-vamp Branding** – breathe new life into your branding by redesigning your logo, company stationary, business cards and more.

73. **Business Promotion** – help you promote your business, seminars, workshop and events both online and offline.

74. **SEO Copywriting** – craft clever and attention grabbing online copy that encourages your target clients to take action.

75. **eBook Covers** – design professional eBook covers for your next online best seller.

76. **eBook Writing** – develop an amazing eBook designed to get more opt-ins and downloads at your website or social media profiles.

77. **Customize Blog** – liven up your WordPress blog with a consistent professionally designed theme.

78. **Install Widgets** – to your website providing you with software and functionality like calendars, custom menu, text, clock, contact form or video.

79. **eBay Shop** – setup and manage your eBay shop including inventory and sales.

80. **WordPress Training** – so you can update and manage your own website without having to rely on a web designer.

81. **Website Hosting** – flexible hosting options that include unlimited domains.

A Virtual assistant could be your personal assistant, social marketer, blogger, product specialist, customer service representative, sales person, entertainer or a combination of all these.



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'GetVirtualServices' is the virtual assistant company where your phone calls, paper work, technical web support and web traffic generation, accounting, computer issues and administrative resources are handled in the most efficient way. You can hire a virtual part time assistant, virtual professional personal assistant, virtual SEO assistant for the current work projects.

We have hands-on experienced virtual assistants in India for web-maintenance, online advancements, e-commerce transactions, advance online technologies, web-development, e-retail, e-businesses, market analysis, client contacts, meeting arrangements, product marketing, social media campaigning and database administration.

We work as your online Business Partner & assist you in formulating your own business plan for the support of your business to increase your earning by assisting you as a qualified agent.

We can deliver any kind of service!! Whether official or personal, just buzz us and WE are at your service!! If you have any service for which you are seeking assistance, call us or email at getvirtualseervices@gmail.com.