

A MEMBER OF



<http://www.moorsvillenc.org/>



www.va4u.com

Virtual Assistants for You.

Notary Depot[™]

www.notarydepot.com



www.linkedin.com

Experience and Skill

Business Skills

- Accounting (Payable & Receivable)
- Human Resources
- Marketing Material Preparation
- Meeting Preparation
- Formal Presentations
- Administrative Duties
- Internet Research
- Event Planning and Organization

Computer Program Skills

- Microsoft Word and Excel
- Microsoft PowerPoint and Publisher
- Microsoft Project
- QuickBooks
- Masterbuilder
- Various other programs not listed

Job Experience

- Office Management
- Administrative Assistant
- Accounts Payable/Receivable
- Commercial and Residential Construction
- Safety Program Creator and Coordinator for a Construction Company
- Industry Review Reports



Virtual Assistant Extraordinaire

Your silent helping hand!

Services Provided

Administrative Tasks

Marketing Presentations

Marketing & Training Materials

Accounting

Event Planning and Organization

Internet Research

Unique Project Needs

Mobile Notary Public

On Time Service!

Professional Quality!

Client Confidentiality!

Phone: 704-746-7248

Fax: 704-799-7976

Email: VAExtraordinaire@aol.com

www.virtualassistantextraordinaire.com

It's not easy to keep up with life's demands and challenges, let alone the strong demands of a business. Having a trustworthy and business savvy virtual assistant that can take care of those overbearing tasks is the key to a strong balance and your peace of mind.

How would you like To have someone who could confidentially handle that memo or letter, presentation preparation, or data entry the professional way you would do it yourself?

**Virtual Assistant
Extraordinaire**

**CAN HELP YOU WITH ALL
YOUR DAUNTING TASKS!**

Client Confidentiality

A client "Master Contract" which includes a non-disclosure agreement is completed prior to start of work, along with a project "Statement of Work."

General Project Cost

Rate will vary depending on project. For specific pricing on your particular request please send a short description of your project.

Marketing Packages

Basic Plan (\$70.00)

Creation of Company Logo and Tag Line
One Page Marketing Flyer to Describe your Services
Newspaper Advertisement Creation
Advertising Postcard
Business Cards

Middle of the Road (\$150.00)

Basic Plan + Newsletter Setup (Monthly upkeep after setup \$40.00)

Advanced (\$250.00)

Middle of the Road Plan + Company Letterhead

The Whole Nine Yards (\$400.00)

Advanced Plan +
Business Holiday Greeting Card (Editable format)
Calendar that Highlights your Business
Basic 1 Page Website

Accounting Services

QuickBooks Account Setup (\$100.00)

Creation of Company Account, Internal Program Forms Setup, Setup of Item Codes and Accounts, Input of Customer information (More than 25 an additional \$1.00 per customer), Input of Vendors (More than 30 an additional \$1.00 per vendor)

Non-Accounting Program Setup (\$100.00)

Creation of Invoice Template, Spreadsheet Creation (Includes "Invoice Tracking Report" and "Customer Project Report" Template...additional spreadsheets \$15.00 each), Input of Customer information (More than 25 an additional \$1.00 per customer), Input of Vendors (More than 30 an additional \$1.00 per vendor)

Monthly Accounting Maintenance

Data input into accounting system or spreadsheets, Customer invoicing vendor payments

All pricing subject to change based on project details.

Formatting Available for Easy Customer Use

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- PDF
- Other as Requested

Attn: Jessica Keyes
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