

10 High Impact Tasks You Can Outsource Today!

Getting the Most from Your Virtual Assistant

1. Business Correspondence

Dictate a letter from your car and we'll have it waiting in your e-mail inbox for review when you arrive at the office!

2. Client Follow-up

Eliminate the hassle of telephone tag and scheduling conflicts. Let your assistant follow-up after meetings and presentations to get feedback, schedule next steps or send materials to your clients.

3. Contact Management

How many business cards do you collect in a day? Follow up with prospects and touch base with new faces with little effort! Send those cards to us and we'll update your database and download to your palm!

4. Customer Service

It costs 7x more to acquire a new client than it does to maintain an existing one. Simply Virtual uses e-mail to confirm orders, administer satisfaction surveys or answer inquiries to help you stay in touch with valued customers.

5. E-mail Management

Free your time! Virtual assistants are great for trudging through your e-mail - handling what we can and leaving ONLY what's essential for you to respond to.

6. Event Planning

Putting on a conference or seminar? Let us manage the attendees, confirm reservations, secure payment and even prepare your presentation materials. All you'll have to do is show up!

7. Marketing (Online & beyond!)

No matter what business you're in, you're really in the marketing business. We specialize in designing attractive brochures, flyers, newsletters and web sites that enhance your company image.

8. Research

Writing an article, presentation or eBook? Simply Virtual can dig up all the background articles, statistics and information you need to make the right impression.

9. Travel Arrangements

Complete a quick travel profile and Simply Virtual books and confirms airline, hotel and car reservations. All you have to do is show up!

10. Website Maintenance

Fresh content is the key to repeat visitors. Simply Virtual can enhance your site's popularity with relevant content that's updated frequently - without interrupting your schedule.

Administrative support
without the hassle and
at a better overall value.

the Right Solution

Simply Virtual is more than just a remote assistant. We have been providing quality virtual solutions to companies across the U.S. since 1997. We offer years of hands-on experience in administrative, marketing and real estate support with a focus on professionalism and quality of service.

For more information, call 1.888.814.9800 toll-free to speak with a Simply Virtual Representative or visit us online at www.simply-virtual.com.



"Because You Have Things to Do."