



NEED AN ADMINISTRATIVE ASSISTANT

but can't afford to hire one?



Executive Assistance will...

SAVE YOU TIME

SAVE YOU MONEY

INCREASE EFFICIENCY

Executive Assistance...

...has the qualifications needed to get the job done!

We have been in the field of Administration for years

...does all the work in our own offices

There is no need to provide space in your office to house an employee

...has fully equipped offices with all of the necessary equipment

There is no need to acquire additional expensive equipment that an employee would need

...is just a phone call or email away

You have access to professional office assistance "When you need it!"

...bills only for time spent on projects

You don't need to worry about paying for idle time...time wasted by an in-house employee

...handles all of our own expenses

There is no need for you to worry about source deductions, benefits, vacations or sick leave

...takes your overflow off your shoulders

By outsourcing some of your "non-core" or "just can't get to it projects", you have more time to concentrate on more important tasks...prospecting for new clients and generating revenue

...is dedicated to working WITH you to help you succeed

You meet and exceed the needs and expectations of YOUR customers. A win-win situation



Executive Assistance provides expert assistance in all aspects of business administration, from word processing, to bookkeeping, website design...and everything in between for our clients in Canada, the USA and worldwide.

A Virtual Assistant (VA) is an entrepreneur specializing in business support services, virtually, allowing other entrepreneurs to attend to the revenue producing activities necessary to their own business. Virtual assistance is simply administrative support offered online rather than face-to-face. Projects are communicated using available technology such as phone, fax, email, file transfer over the internet or on a diskette.

You might be surprised by the tasks that a qualified and experienced VA can provide virtually. Your trusted VA can enter your computer while you're away at a meeting and update your database or they can receive copies of all your email and respond, on your behalf, to those requiring immediate attention - we can even answer your phone while you're away from your office. The only thing that a VA can't do is make your coffee - and even that might be accomplished with today's technology given some creative thinking.

Many businesses are in dire need of consistent reliable administrative support while they may not yet be in a position to hire a permanent employee. In order to realize their full potential for success even the smallest businesses will benefit from a permanent partner in their endeavors. A virtual assistant is the answer!

NO Executive Assistant can do what Executive Assistance can.

In order to provide you with an EXPERT for any given project Executive Assistance has a pool of over 350 professional Virtual Assistants from across Canada. The Canadian Virtual Assistant Connection (cvac.ca) is a network of Virtual Assistants who collectively offer expertise in all areas of administration. Elayne Whitfield, the President of Executive Assistance is also the Co-founder and Director of CVAC.

Standard Virtual Assistant Services

Secretarial and Administrative Services
Proofreading / Editing / Formatting
Typing & Dictation
Managing Emails and Faxes
Travel & Concierge Services
Event / Project Management

Word Processing Services

Legal & Medical Transcription
Correspondence / Dictation
Reports, Proposals, Quotes
Catalogs, Manuals & Books
Forms & Excel Spreadsheets
Powerpoint Presentation/
Teaching Materials

Data Entry Services

Spreadsheet & Graph Creation
Customer lists & Mailing Labels
Mailing Lists & Mass Mailings
Inventory
Financial Data
Business Documents
Mail Merges

Desktop Publishing Services

Business Cards & Stationeries
Logo Design
Brochures, Flyers, Invitations
Templates and Forms
Menus, Signs, Invitations
E-zines & Online Newsletters

Bookkeeping Services

Chart of Accounts Setup
Accounts Payable & Receivable
Cash/Credit Sales Entry
Bank Reconciliation
General Ledger Maintenance
Payroll Processing
GST/PST Remittance

Other Services

Internet Research
Resumes & Cover Letters
Conference/Exhibit Management
Fax & Direct Mail Campaigns
Adobe PDF Creation & Conversion
Scanning & OCR
File Conversions

Web Design Services

Website Planning & Production
e-commerce Business Packages
Animated Banners/Graphic Design
Registration of Domain Names
Website Hosting Packages
File Transfer Protocol (FTP)
Ongoing Website Maintenance

Internet Marketing Services

Search Engine Optimization
Google Adwords Campaign
Keyword Research
Press Release submissions
Monthly Traffic Reports
Web Content Writing
Search Engine Submissions
Banner Design and promotion
Email Marketing Campaigns
Newsletter Design
Forum & Online Discussion
Blogging



"Before I started working with Elayne I wasn't sure I could afford a Virtual Assistant. Now I know I can't afford NOT to work with her."

**Peter Landolt, President
Royal Computers**

"I have been working with Executive Assistance for close to 6 years now and it's great!! - when I send her work, I don't have to follow up because all changes will be done promptly and without error and a message saying complete. Being a busy person, it's one less thing I have to deal with."

**Timothy Salisbury
St. Catharines Real Estate**

**Let us take care of YOUR business
while you take care of business!**



 **Executive Assistance**
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