

# Virtual Assistant Services

## Services

As e-Virtuality I offer a range of virtual PA services that will assist with running your business. If you are self-employed, work from home, are a freelancer, sole trader, tradesman or have a mobile business then you will know how stressful it can be to keep your accounts, administration and marketing initiatives up to date. Especially when you have to do it out of working hours! e-Virtuality can help ease the pressure of running your business by offering the following tasks and services:

## Websites

- Website maintenance
- Uploading of images, data and content
- Website submission to web directories
- Article submission to article directories
- Search Engine Optimisation

## Secretarial and Administration Support

- General administration duties
- Composing letters, quotations, proposals, invoices
- Word processing
- Copy typing
- Proof reading and editing
- Emailing
- Faxing

- Diary management
- Template creation
- PowerPoint presentations
- Electronic forms
- Research
- Reminder service

## Databases

- Data entry / capturing
- Database creation
- Reporting
- Database cleansing

## Internet

- Internet research
- Website submission
- Article submission

## Marketing Support

- Market research
- Internet research
- Newsletter creation and mailing
- Marketing campaigns
- Mailshot creation and circulation
- Mailing list creation and maintenance
- Creating and distributing flyers, emails\*, leaflets etc
- Creating, sourcing content and compiling newsletters
- Composing sales letters
- Launch campaigns for new services or products
- Appointment setting
- Conferences & Seminars
- Competitor analysis
- Research

\* Please note that e-Virtuality will not partake in any junk/spam mail projects whatsoever. It is the responsibility of the client that the data provided is legal. No one likes receiving junk or spam mail and therefore this service is not available to those who wish to misuse it.

## Book Keeping

- Invoices
- Receipts
- Statements
- Management of overdue accounts / credit control

- Wage analysis
- Pay bills
- Record keeping for HM Revenue and Customs and Self Assessment
- Record creation and keeping for VAT

### Event Planning and Organisation

- Venue / menu research
- Christmas functions / work do's
- Client dinners / functions
- Team development functions / team building events
- Business meetings
- Travel planning (for private and business)

Service you looking for not listed here? Email me to find out if I can help you.

