

## 20 projects our virtual assistants can do in 1 hour or less...



- Design draft company stationery
- Create 'Welcome' packages for your new clients
- Design a marketing flyer
- Create and deliver 15 individual handwritten greeting cards to your clients, each with a personal message from you
- Create pdf versions of company documents, reports, manuals etc
- Research best price/features for a needed service, technology, or item
- Conduct market research on a specific business/product/service
- Order a shopping list for home or office delivery
- Mail merge 50-100 letters including typing, merging, printing, stuffing and mailing
- Data entry of a minimum of 75 contacts in an Excel spreadsheet
- Create correspondence for a client or prospect
- Edit and proof a minimum of a five page report
- Follow up on a minimum of 20 outstanding accounts
- Create a draft PowerPoint presentation
- Research travel, hotel and meeting facilities for an event
- Create an advertisement for a newspaper or magazine
- Transcribe a half hour of audio
- Research for a specific project
- Make 20 phone calls or send 20 emails
- Type handwritten notes from a seminar