



Office Bad Ass Virtual Assistant Intake/Match Making Form

1. What Country do you live in?
2. First Name _____ Last Name _____
3. Email _____
4. Phone Number (all phone calls will be scheduled in advance) _____
5. Please provide your relevant professional links. Website, LinkedIn, Facebook, Twitter, Instagram, Pinterest, etc. _____
6. How many hours a week are you able to work with another client? _____
7. What is your preferred method of communication? (Please select no more than two options).
 - Text
 - Email
 - Phone
8. What is your favorite file sharing system?
 - Box
 - Dropbox
 - Google Drive
 - OneDrive
 - I do not have a favorite
 - Other _____
9. What three words best describe you? _____
10. Who is your ideal client? (Remember be very specific) _____
11. How do you measure success? (Be specific. Client success is vague. Think in specific details. This could also be about your success not the client's. It's whatever you measure). _____
12. What are your business hours and time zone? _____
13. How long have you been a VA? *
 - Not a VA yet
 - Less than 1 year
 - 2-3 years
 - 4-5 years
 - 6-9 years
 - 10+ years
14. Why did you become a VA? _____
15. What drives you crazy? _____
16. Do you hold any relevant degrees or certifications that pertain to your VA business? _____
17. If you're comfortable sharing hobbies and interests I'd love to know. _____
18. Is there anything else you'd like to share? _____
19. _____

Please select your area(s) of expertise.



- Accounting/Bookkeeping
- Appointment Scheduling/Calendar
- Book Launches
- Blogging
- Digital Marketing
- E-commerce
- Editing/Proofreading/Copywriting
- Email Campaigns
- Email management
- Online courses/Webinars
- Organizational management
- Podcasting
- Project Management
- Research
- SEO
- Social Media Marketing/Strategy
- Speaking (Events, Conferences, Keynotes)
- Travel
- Video Editing
- Website (WordPress, WiX, Weebly, Squarespace, etc.)
- Other:
- Please select the software/platforms you have EXPERTISE in. (this is a loooooong one) *
- ActiveCampaign
- Adobe Analytics
- Amazon Author Central
- Asana
- AWeber
- Basecamp
- Bill.com
- Blogger
- Buffer
- Converkit
- ConstantContact
- Coursera
- Createspace
- Excel (masterly level)
- Freshbooks
- Facebook Ads
- Facebook Pages Manager
- Github
- Google Docs
- Google Analytics
- Hootsuite
- Hubspot
- Infusionsoft
- iTunes
- Joomla
- Kajabi
- Kindle Direct Publishing
- Lynda
- Magento
- Mailchimp
- Medium
- Ontraport
- PowerPoint (mastery level)
- Quickbooks
- Salesforce
- SamCart
- Shopify
- Skillshare
- Squarespace
- Sumo
- Teachable
- Thinkific
- Trello
- Tumblr
- Udemy
- Vimeo
- Wix
- Word (mastery level)
- Wordpress
- WooCommerce
- Xero
- YouTube
- Zapier
- Zoho Books
- Zoom

Other areas not listed: