

WELCOME

TO YOUR NEW VIRTUAL ASSISTANT

MEET ASSIST-HER

About Assist-her, how we work & how to use us to make your daily life more efficient, effective & enjoyable!

OUR POLICIES

Take a look at our policies & platforms such as invoicing, project management, services & more!

ASSIST^{her}

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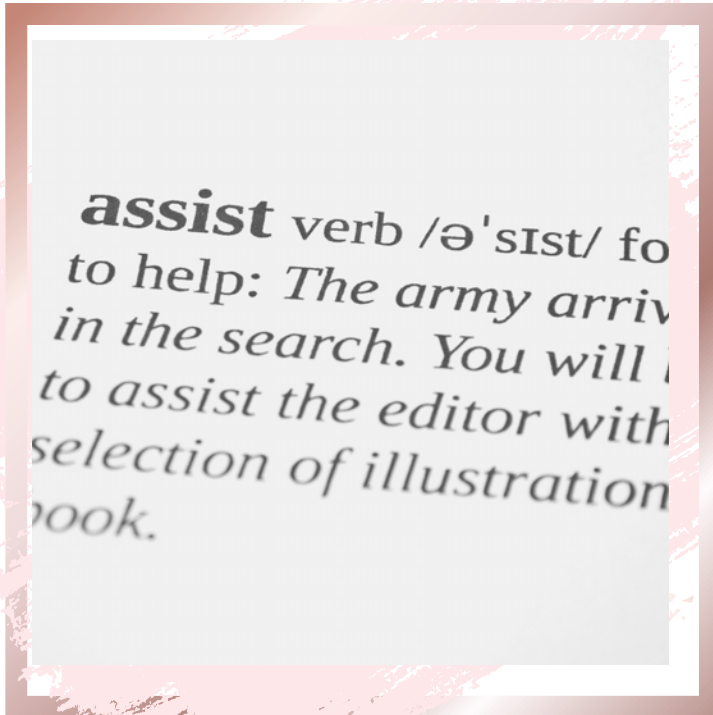
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WHO ARE WE?



Real-life sisters Sam & Paige founded Assist-her to help local business owners *focus on what they love*, while leaving the rest to us.

We have had such a great experience giving others back the freedom to become more efficient & effective in their business and most of all, begin to *enjoy what they do* again.

Assist-her is a proudly Canadian Virtual Assistant (VA) platform. We exist to help propel companies forward in these trying times, without breaking the bank. We are an economical & effective alternative to a full-time assistant. Here at Assist-her, we pride ourselves on quality service and true versatility - whatever you need, we will get it done!



PAIGE

My name is Paige & I manage the Ontario division of Assist-her.

I am based in the GTA and am happy to provide executive legal, event & marketing management to our Assist-her team.

I specialize in assisting with real estate teams, weddings & entrepreneurial ventures.

We are so grateful that you are considering using our services to simplify your life!



HELLO
—
THERE

MEET
THE
SISTERS



SAM

My name is Sam & I manage the west coast division of Assist-her. Based out of Whistler, I specialize in helping Canadian business owners grow their business, stay organized & keep loving what they do.

I have extensive experience in managing businesses in the fitness, personal training & fundraising space.

I can't wait to get to know you & thank you for considering Assist-her.

HOW TO USE YOUR VIRTUAL ASSISTANT



ON-DEMAND

PAY-AS-YOU-GO

MONTHLY BILLING

Yes - it's that easy.

We work on-demand & pay-as-you-go, billed monthly. You ask - we do.

You can email or text us your requirements.

We will confirm your needs, when you need it done by & give you an idea of the hours it will take. Any questions? We are always available to answer!



HOW CAN WE HELP YOU?

To get an idea of how we can help you, take a look at our most-requested services:

SOCIAL MEDIA MANAGEMENT
CRM PLATFORM MANAGEMENT
DATA ENTRY
WEB DESIGN
EMAIL INBOX MANAGEMENT
FILE ORGANIZATION
MARKET RESEARCH
NEWSLETTER CREATION
EVENT MANAGEMENT
BRANDING
BLOG (GHOSTWRITING)
PRESENTATION DESIGN

**Need help with something not on the list?
Let us know & we are happy to assist!**

OUR POLICIES & PLATFORMS

ASSIST*her*



OUR POLICIES

Our policies are not extensive, however, we want to make sure that you, your work & our staff are all protected. This will allow us to give you the best & most professional service possible.

We will send you our formal 'paperwork' through our platform, which you can learn about by flipping (or clicking) to the next page!



OUR PLATFORM

Here at Assist-her, we like to keep your services as simple as possible. That means only **one** platform to access your VA.

We run 100% online. We will invite you to your client portal, where you will have access to items such as:

- Invoices
- Payments
- Files
- Activity
- Project Details & Contracts
- Schedules & Meetings
- Time Tracking
- Etc.

Of course, you are always welcome to connect with us via email or phone/text.

Also, check us out on Instagram at:



@assist.her

@assist.her.whistler

THANK YOU

FOR CONSIDERING ASSIST-HER
FOR YOUR VIRTUAL ASSISTANCE NEEDS

ASSIST *her*

