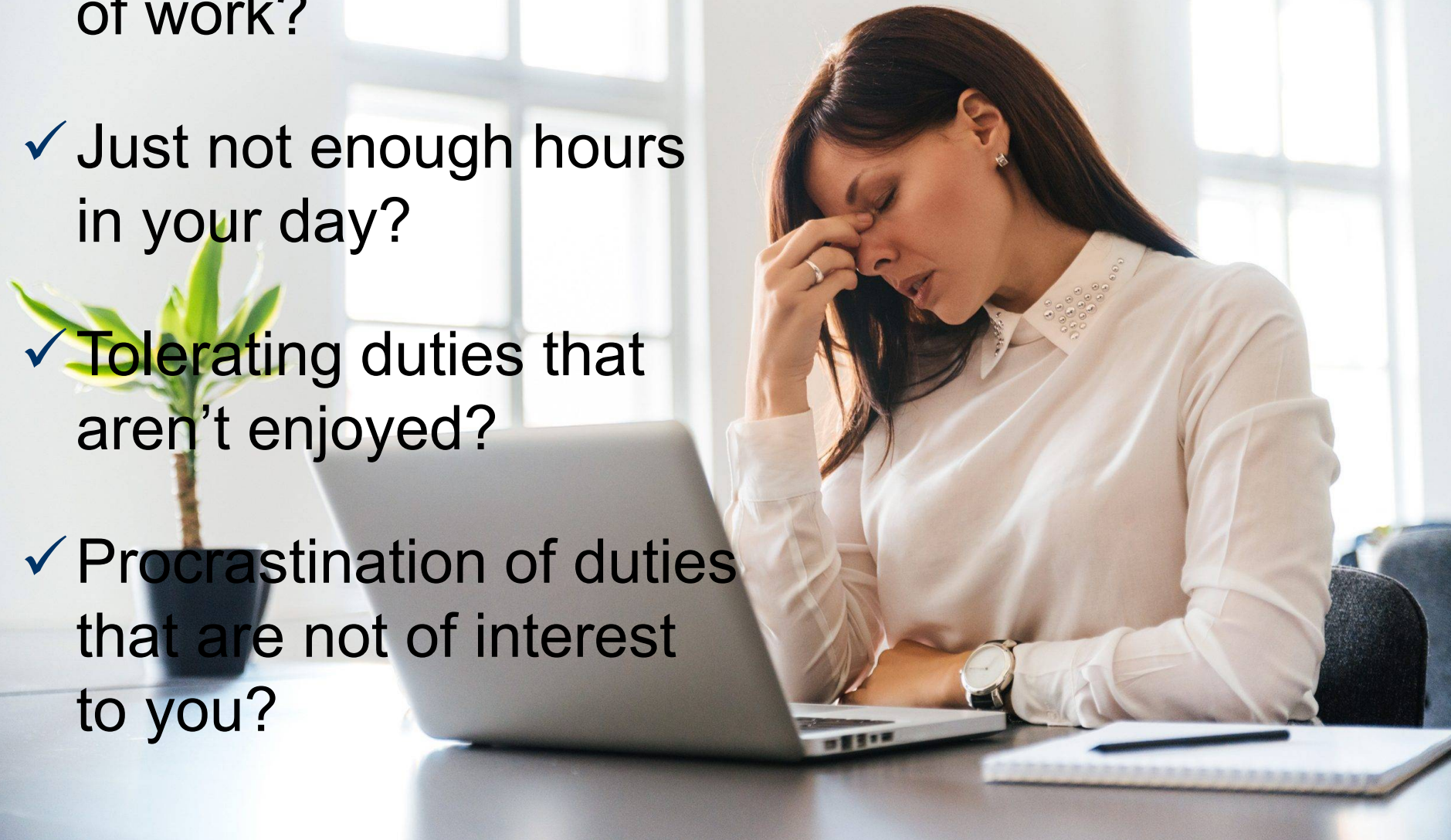


- ✓ Tedious extra overflow of work?
- ✓ Just not enough hours in your day?
- ✓ Tolerating duties that aren't enjoyed?
- ✓ Procrastination of duties that are not of interest to you?



Does this remind you of someone?



✓ You may need a Virtual Assistant!

Virtual Assistants

- Are highly trained independent entrepreneurs
- Provide a myriad of administrative support services
- Utilize today's technology
- Develop long term collaborative relationships with their clients to help them succeed in their business

VAs communicate via

- E-mail
- Chat rooms
- Telephone
- Fax
- (Even snail mail)

Hire a VA if you

- Have no time
- Are overwhelmed
- Miss important dates
- Lack the skills
- Need to delegate
- Want an alternative to on-site support

With a VA you can have

- More freedom
- Cost savings
- Increased productivity
- Enhanced profitability
- More flexibility
- Peace of mind
- **MORE TIME!**

No more paying for

- Employee breaks
- Personal leave
- Vacation time
- Sick leave
- Temporary help
- Office furniture and space

Keys to success with a VA

- Communication
- Flexibility
- Openness
- Trust
- Control
- Patience
- Partnership

Services a VA can provide

- Web design
- Internet marketing
- Word processing
- Desktop publishing
- Secretarial
- Bookkeeping
- Data entry
- Internet Research



Expand your horizons!

Hire a Virtual Assistant
TODAY!

LD Henry Consulting

Call today for a free consultation
1-973-664-7647

Or email
info@ldhenryconsulting.com

