



## Top 10 Reasons To Hire A VA

*1. Focus on the business of making money. Having A VA allows you the freedom to create more profitability for your company by allowing you to concentrate solely on your business, not the mundane tasks that are inherent in business. Making money is what business people do, and the more time they have to concentrate on their business, the more money and opportunity they will create.*

2. Having a VA 'in your back pocket' so to speak, saves time and money. Why invest in payroll, benefits, insurance, etc., when you could be delegating that money to building your business? Why worry about personnel calling in sick or taking vacations? There is no need to hire in-house personnel when a VA can be there when you need them to perform the duties that you need in running your business.

3. FREEDOM! Having a VA work with you frees you up to pursue the activities that help keep your creative juices flowing. When you are bogged down wondering if the bills are paid, or if your Web site is up and running, you are not thinking about new and exciting ways in which your business could be growing.

4. You get great service and technical expertise all the time. A VA can perform duties that range from word processing, maintaining billing — both personal and business, creating marketing tools such as brochures, flyers, and business cards, travel arrangements, maintaining databases and sending out mailings, etc. There is 'virtually' no business duty that an experienced professional Virtual Assistant cannot perform or would not be willing to learn.

5. Your VA can tailor your working relationship to fit your needs. Whether you need help on a one time project, a letter typed, or monthly billing to clients, a VA can perform these duties. They are set up to fit each individual client's needs. Fees are arranged for one-time tasks, hourly work, or retainers of 10, 20, or 40 hours per week or month. Whatever your needs are, your VA and you create your own individual working partnership. Yes—it IS all about YOU!

6. It doesn't matter whether you are 5 minutes or 5000 miles away. Whether you are in your office, on the road, at your home, or on vacation in the South of France, A VA is always accessible to you. Contact is maintained through email, telephone, fax, or online messaging.

7. Just think—you get to delegate your mundane, time consuming tasks! Let your VA take care of those responsibilities that keep you from generating revenue. You'll be able to pursue (worry free) the business of living your life, and running your business.

8. Any VA worth their salt is a highly skilled and experienced individual—in all the areas you need them to be! Your VA is an entrepreneur just like you. We have years of training and experience in the corporate, small business, and professional world and have tailored our skills to meet with the needs of the modern day business person. We know that every professional has varying needs, and we offer our skills and expertise in caring for those needs.

9. Your VA provides you with individual service. You feel like you are their only client! Whether you are freelancer, life coach, real estate professional, or other small business, it is important that your needs are seen as unique. We will oversee your business and/or personal life. We can maintain your mailing lists, take care of correspondence, keep track of your subscriber or membership database, create spreadsheets, handle your calendaring, arrange your travel, or send flowers, gifts, and cards to your business associates, friends and family. Your Virtual Assistant specializes in 'partnering' and taking a genuine interest in you and your business!

10. Remember this—our strengths are your strengths. Why waste precious time on tasks that don't contribute to your bottom line? Being a successful business owner entails hiring the right people for the right job. When you hire your VA, you are partnering with a professional who has extensive knowledge of the inner workings of the administrative and corporate fields.