



Practical & Professional Property Management

Virtual Assistant Services

Client Testimonials

- Case studies
- Client follow up interviews
- Prospect follow up

Conference and seminar organisation

- Venue finding
- Venue liaison
- Delegate invitations
- Delegate liaison and follow up
- On the day support
- Feedback evaluation

Design work

- Business cards
- E-book covers
- Flyers
- Graphic images of e-books, CDs etc for use on webpage
- Logos

Diary management

- Arranging meetings
- Client follow-ups
- Deadline reminders
- Prompting/reminding/diarising

Digital transcription

Email monitoring

Excel spreadsheets/databases

- Financial/expense spreadsheets
- Excel contact databases created from business cards
- Updating existing databases

Internet research

- e.g. Researching promotional gifts, contact details of companies against specific briefs to create contact databases
- Creating spreadsheets recording internet research results

Invoicing/credit control

- Creating and sending invoices (by email or post)
- Following up on non-payment

Mailshots

- Email-merge
- Mail-merge
- Collating documents
- Address labels and sending out

PowerPoint

- Designing and creating PowerPoint presentations
- Re-designing and updating existing PowerPoint presentations

Proofreading

Project Management

- Taking care of the day-to-day details of projects

Shopping cart

- All aspects of shopping cart set-up and administration
- Autoresponders
- Contacts management
- Designing, creating and sending HTML newsletters using shopping cart
- Email marketing campaigns
- Product set up

Shorthand dictation

Typing

- All types of documents, labels, letters, reports
- Designing the layout and formatting books and e-books