



Be Virtual Assistant Wise

Knowledge + Partnership = Success

---

# GET A... QUICKSTART FOR YOUR BUSINESS!

**Disclaimer:** The information contained herein is made available as an example and may not reflect the realities of an actual project. The intent of the information is to help you create your own documents and business processes. We use illustrative numbers only and we cannot and do not make results guarantees or give professional or legal advice. Using this information does not guarantee you will get results or earn an income.

## Get the most out of the Documentation Pack!

Dear Business Owner

### **Congratulations!**

You may or may not know it yet, but your decision to invest in the Virtual Assistant Documentation Pack can turn out to be one of the smartest moves you've ever made for your future business success.

I know it is hard to start a new business. There are just so many things to do and to take care of and you probably do not have the time to do it all and get everything in place before you open your doors for business.

With this documentation pack, there is no need to re-invent the wheel. You can hit the ground running and save yourself massive amounts of time, frustrations and anguish when setting up your business for the first time.

### **Here are some helpful recommendations:**

**Step 1:** Start with planning your business. Use the Business Plan Example as well as all the accompanying documentation to do the necessary planning and to create your own Business Plan. Documentation that directly complements the business plan includes:

- The SWOT analyses guide and worksheet
- Financial Planning templates
- Rates Calculation Spreadsheet

**Step 2:** Customise all the day-to-day documentation and agreements with your own details.

**Step 3:** Create your marketing materials. Examples of some marketing materials are included.

**Step 4:** Use the Start-up Checklist to ensure you've covered everything needed for starting your business.

The most important thing with starting a new business is to **enjoy the journey!**

**To Your Success!**

*Francis*

## About the Author



Francis van Wyk is the founder of **Be Virtual Assistant Wise**, a company devoted to support virtual assistants and other solo-entrepreneurs in South Africa with attracting ideal clients, and creating a successful and meaningful business, authentically.

Francis developed **The Boost Your Business System**, a step-by-step program that shows entrepreneurs exactly how to build a business from scratch, attract more clients and increase their income. Through her workshops, mentoring programs and products, she helps women entrepreneurs become more confident in delivering services and marketing their business.

Francis has a master's degree in Business Administration and more than 15 years marketing and business management experience. She started her first virtual business in 2007 when relocating from South Africa to the Middle East. Since going through all the motions, struggles and frustrations as any first time entrepreneur building a successful services business from scratch, she understands and can relate to all the different phases and pains solo-preneurs go through.

Francis is passionate about the Virtual Assistant industry and one of her goals is to help South African Virtual Assistants and solo women entrepreneurs make a positive contribution to the business community in large. Those who work with her in her programs, find her to be compassionate, full of new ideas and a firm believer of taking action to create results in life. Her clients become more confident in performing services, build stronger businesses, attract more clients and increase their income faster than they would, working on their own.

To receive Francis's FREE 4-part video training on "The 6 Steps to Success" as well as weekly insight and business tips on marketing and building a strong business to dramatically increase your income, visit [www.be-virtual-assistant-wise.com](http://www.be-virtual-assistant-wise.com)

## **Full Disclaimer And Terms Of Use Agreement** **(The legal stuff my lawyer made me include)**

All information contained in this package is solely for educational purposes. This is an informational guide to assist you to get started and the author does not offer any guarantees of your income or success when applying or using information and resources provided.

You are responsible for your own results and for the decisions made about your work and your business. Please understand that whatever you do, it's your decision. As with any business, your results will vary and will be based on your personal abilities, experience, knowledge, capabilities, level of desire, and an infinite number of variables beyond the author's control. There are no guarantees concerning the level of success you may experience and each person's results will vary. As with any business it takes research, planning, motivation, dedication and hard work to reap any rewards.

This course contains information gathered from many sources as well as from the experiences of the author. While all attempts have been made to verify and accurately present the information, the author disclaims any responsibility for errors, omissions or contradictory interpretation of the subject matter herein. The author shall in no event be held liable to any part of any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is" and without warranties.

The author recommends the reader to seek appropriate legal, financial, psychological or other professional advice in instances where such advice is needed.