



# Be Virtual Assistant Wise

Helping Business Owners to Save Money and  
Entrepreneurs to Make Money

## INTRODUCTION OF VIRTUAL ASSISTANT SERVICES

Want to save on company expenses? Need somebody to assist you with your administrative duties?  
Want to concentrate on core activities to increase productivity?

There's a new way to take care of all your administrative duties and have everything in place – Virtual Assistance.

A Virtual Assistant is a highly skilled individual business owner (not a company employee) who provides administrative support and/or specialized services to business entrepreneurs and small to medium businesses, typically from a home-based office. Virtual Assistants communicate with clients through on-line messaging, fax, phone and internet technology.

With more than 10 years' experience as a Personal Assistant, I now work as an independent contractor delivering administrative and office support. In "partnering" with you, I take severe interest in your business to provide you with quality assistance on an "As-Needed" basis, the perfect solution for a business that does not need a full time assistant. This option saves a bundle in overhead costs such as supplying office space and equipment, payroll taxes, unemployment insurance and employee benefits.

Some of the services I provide include:

- Transcription - Legal, medical and general
- Proofreading and copy editing
- Spreadsheet and Database
- Internet Research and E-mail management
- Accounting and Bookkeeping

I take great pride in my work by providing my clients with "letter perfect" documents and services at affordable rates. Your satisfaction is my ultimate goal. The enclosed brochure has further information regarding my services and rates.

For a better understanding of the valuable services I as your Virtual Assistant can offer YOU, please visit my web site at <http://www.be-virtual-assistant-wise.com>. You may also call my office to arrange a free no obligation consultation.

I look forward to answering any questions you may have, and to the opportunity of working with you and helping your business succeed.

Regards

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