

## VA SERVICES

- Ongoing Administrative Support
- Shopping Cart Maintenance
- Social Media Strategy
- Ongoing Web and Blog Maintenance
- Word Processing (Business, Technical and Creative)
  - Newsletters, Ezines, Brochures, and Flyers, etc.
  - Catalogs, eBooks, Teaching Materials
  - Reports, Proposals and Quotes
- Email and Schedule Management
- Event and Project Management
- Webinars, Teleseminars, and Podcasting
- Audio and Video Creation/Editing
- SEO - Search Engine Optimization
- Research (all types)
- Forums and Online Discussion Groups
- Spreadsheet and Graph Creation
- Email Marketing Campaigns
  - Constant Contact
  - AWeber
  - iContact, etc.
- PayPal Integration
- PowerPoint Presentations
- Search Engine Submissions
- Registration of Domain Names
- Setup Hosting and Web Analytics
- Customer List Management
- Speaker Management and Scheduling
- Relocation Services
- Office Systems Setup
- Collaboration System Setup



If you do not see a service that you need, please

[CONTACT ME](#)

to discuss a

**CUSTOM DESIGNED  
SUCCESS PLAN!**

**888.515.5454 x804**



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## BOOKKEEPING

- Full-Charge Bookkeeping
  - Accounts Receivable/Payable
  - Invoicing
  - Credit Card Processing
  - Reconciliations
  - Job Costing
  - Inventory
  - Budgeting and Forecasting
  - Cost Benefit Analysis
  - Management Reporting
  - General Ledger
  - Payroll (Manual and Automated and service-based like Paychex)

## OBM SERVICES

- Operations Management
- Marketing (Social Media, Web/Internet, Attraction, etc.)
- Web and Blog Design
  - Wordpress (Customized themes)
  - FTP with Adobe Dreamweaver
- Graphic Design and Desktop Publishing
- Event and Project Management
- Webinar and Teleseminar Management
- Coaching, Software Assistance and Training
- Human Resource Consulting and Recruiting
- Product Development & Creation
- Online Presence and Brand Creation
- Business and Marketing Plans
- E-Commerce Business Packages
- Strategic Planning
- Process Mapping / Re-engineering
- Implement New Systems and Streamline Existing
- Vendor Management
- Affiliate Setup and Management
- Setup and Maintain Membership Websites
- Conference and Exhibit Management

*If you are unsure about your specific needs, I STRONGLY suggest that you keep a list for a week.*

Write down anything and everything that you are doing in your business. For 1 week, keep track of all your tasks and determine the following:

DATE	THINGS I DON'T LIKE TO DO:	THINGS I DON'T WANT TO DO:	THINGS I DON'T NEED TO DO:	THINGS I CAN DELEGATE:

Once you have your list, take a close look at it. If it seems you have enough tasks for someone to handle on a full-time basis, your need may be to hire someone full-time instead of outsourcing to someone like me.

However, if you have enough on your list that can be handled on more of a part-time basis and not highly time sensitive, working with a Virtual Business Manager (VBM) would be a perfect option.

Please feel free to contact me anytime to discuss how I may be of assistance to you and your business.

***888-515-5454 ext. 804 or email me at [INFO@PRIVADAVS.com](mailto:INFO@PRIVADAVS.com)***