



## Editor's Note

Caroline Jarzabek

CMJ Virtual Office Manager

Where did the summer go? It's hard to believe that we will soon be embracing the fall.

I hope that everyone at CVAC had a wonderful summer and enjoyed a little down time to relax and re-group.

I hope you find this issue of the newsletter inspiring and will give you some ideas on helping you to grow your business. ♦

## Founders Note

Elayne Whitfield, CCVA, MVA, PREVA  
Executive Assistance

Janice Byer, CCVA, MVA  
Docu-Type Administrative and Web Design Services

We hope everyone had a healthy and happy summer season and that, with the kids gone back to school, that you are all getting back into the swing of running your VA practices.

Now is the time of year when many people are more in a business mindset than a relaxing summer mindset. As a result, this is a great time of year to kick-start that new marketing initiative that you wanted to try out and spread the word about your business.

Need some ideas for your marketing plan? Be sure to check the resources on the CVAC website and start a discussion on the email discussion list. We wish everyone a successful fall business season and look forward to hearing some of your success stories. ♦

### INSIDE THIS ISSUE

- 1 Editor's Note
- 1 Founders Note
- 1 Membership Renewals
- 2 Working in Outlook – How To Tip
- 2 Welcome New CVAC Full Members
- 3 Volunteer Benefits
- 3 Hello Tech Support
- 4 I Don't Need A Website, Do I?
- 4 Calendar of Events
- 5 Member Benefits
- 5 Upcoming Webinars
- 5 CVAC Is Looking For Your Feedback
- 6 Blogging Tips
- 7 7 Reasons To Start Blogging
- 8 VA Questions and Answer Time

### MEMBERSHIP RENEWALS

Remember that your membership with CVAC has a yearly renewal. If you are unsure of your renewal date, please contact [info@cvac.ca](mailto:info@cvac.ca) You can renew your membership at <http://www.cvac.ca/renewal.php> We will send out several reminders and if we fail to get a response, our system will eliminate your email address from the full member's announcement list (where the RFPs are sent), disable your password for the member's only area of the website, and delete your contact information from the member directory.

**DON'T FORGET TO RENEW YOUR MEMBERSHIP! ♦**

## Working in Outlook How To Tip Creating a Business-Contact Form

Did you know that Outlook's e-mail, contacts, calendar and task screens are actual forms that you can edit and customize?

Here are a few simple steps to help you customize these for your own use:

1. Choose 'Tools' then click on 'Forms' then click on 'Design a Form'.
2. Next, double click the 'Contact Form'; it will open in design mode.
3. Now you will select and delete any of the fields and information that you don't want to appear on your form. If you want to create a new field, then select the 'Field Chooser' to create and insert a new field.
4. Now you can customize your form by using the 'Form Designer' tool bar. You will find that there are 15 buttons to create boxes, frames and other designs.
5. When you have finished designing your new form, click 'Publish'. You will find the button on the left of the toolbar.
6. Now you can create a name for your form in the 'Form Name' box.
7. Type a name in the 'Display Name' box. This is the name that will appear on the actual form.
8. Now click 'Publish' to save the form in the library. It is now ready for you to use.

I hope you find this tip helpful. ❖

**“A candle never loses anything by lighting another candle.”**

**Author Unknown. ❖**

## A Warm Welcome to our new CVAC Full Members:

- Renata Antonic
- Tammy Bryce
- Cheryle Dawdry
- Tracey D'Avierio
- Angela Del Corpo
- Michelle Douglas
- Catherine Faure
- Natasha Frederick
- Barbara-Ellen Gilbert
- Jennifer Hazlett
- Louise Infurnari
- Kimberley James-Wright
- Bill Kunkel
- Chris Le Page
- Stephanie Lufty
- Susan Lumsden
- Amy Marshall
- Elsie McEvoy
- Sylvia McGrath
- Susan McKellar
- Tanya Mirza
- April Morelli
- Angela Nastasi
- Jean Oostrom
- Veronica Pound
- Roberta Rogers
- Ann Rosin
- Suzanne Ross
- Barbara Russell
- Penny Rudolpho
- Allison Schmidtke
- Susan Seymour
- Karen Shane
- Louise Shank
- Jennifer Shaughnessy
- Renee Shupe
- Lucy Silvieira Simoes
- Laura Smith
- Prudence Smith
- Christina Southern
- Bonnie Walline
- Naemi Wiebe
- Shelley Wentzell
- Jennifer Wright

**Welcome to all of the new partial members, we hope to see you become a full member soon so that you can take advantage of the ever-growing RFPs that are coming in ❖**

**We are always on the look out for articles to add to the Newsletter. If you would like to showcase your abilities, contact us at:**

**[Caroline@clickawayva.com](mailto:Caroline@clickawayva.com) ❖**

## Volunteer Benefits

Do you have the time, talent and ability?

### BE A VOLUNTEER!

Volunteering is a rewarding experience. Being able to help others, a sense of belonging and helping to create a successful association are only some of the reasons people volunteer.

### 10 GREAT REASONS TO GIVE YOUR TIME AND TALENT

1. Show clients and competitors that **YOU** are an "expert" in your field and lend credibility to your business!
2. Give back to the community that is giving you a "head start"
3. Sense of accomplishment and pride in what VA's are all about!
4. Volunteering looks good in a portfolio or on a resume
5. It gets your name **VISIBLE**
6. Volunteering = **SHARING YOUR VA SPIRIT**
7. Make new friends and business connections
8. Learn new skills or keep your skills updated
9. Promote the **CVAC** and help grow the Association
10. It opens doors to a world of possibilities

To learn more or to lend us your time, contact:  
Tanya Beaudoin [tanya@officeondemand.ca](mailto:tanya@officeondemand.ca)

### COMMITTEE POSITIONS AVAILABLE!

Blog Committee  
Web Committee  
Mentoring Committee  
Teleclass Committee  
Public Relations Committee  
Event and Planning Committee  
Advertising/Sponsorship Committee  
Newsletter Committee ❖

## CALENDAR OF EVENTS

**NEWMARKET LUNCH** – 1<sup>ST</sup> WEDNESDAY OF EVERY MONTH  
THE BUTTERY - NORTH EAST CORNER OF DAVIS DR. AND YONGE ST.

17565 YONGE ST., NEWMARKET, ON 905-836-0300  
12:00 NOON

**GTA VA BREAKFAST** – 3<sup>RD</sup> SATURDAY OF EVERY MONTH

PERKINS FAMILY RESTAURANT (HOLIDAY INN)  
600 DIXON ROAD (DIXON & MARTIN GROVE) 416-240-9741  
10:00AM

**DURHAM CVAC LUNCHEONS** - 4<sup>TH</sup> THURSDAY OF EVERY MONTH.

THIS MONTH IT IS BEING HELD ON THURSDAY, FEB. 23<sup>RD</sup>  
KELSEY'S IN PICKERING (BROCK RD. & 401) ❖

### HELLO TECH SUPPORT

TECH SUPPORT: **WHAT KIND OF COMPUTER DO YOU HAVE?**  
FEMALE CUSTOMER: **A WHITE ONE...** ❖

CUSTOMER: **Hi, GOOD AFTERNOON, THIS IS MARTHA, I CAN'T PRINT. EVERY TIME I TRY, IT SAYS 'CAN'T FIND PRINTER'. I'VE EVEN LIFTED THE PRINTER AND PLACED IT IN FRONT OF THE MONITOR, BUT THE COMPUTER STILL SAYS HE CAN'T FIND IT...** ❖

TECH SUPPORT: **WHAT'S ON YOUR MONITOR NOW, MA'AM?**  
CUSTOMER: **A TEDDY BEAR MY BOYFRIEND BOUGHT FOR ME IN THE SUPERMARKET.** ❖

CUSTOMER: **I CAN'T GET ON THE INTERNET.**  
TECH SUPPORT: **ARE YOU SURE YOU USED THE RIGHT PASSWORD?**

CUSTOMER: **YES, I'M SURE. I SAW MY COLLEAGUE DO IT.**  
TECH SUPPORT: **CAN YOU TELL ME WHAT THE PASSWORD WAS?**

CUSTOMER: **FIVE STARS.** ❖

CUSTOMER: **I HAVE A HUGE PROBLEM. A FRIEND HAS PLACED A SCREEN SAVER ON MY COMPUTER, BUT EVERY TIME I MOVE THE MOUSE, IT DISAPPEARS.** ❖

## I DON'T NEED A WEBSITE, DO I?

**By: Janice D. Byer, CCVA, MVA**

Once upon a time, in a small home office, a busy entrepreneur wondered why he wasn't quite as busy as he would like to be. I market my business as much as possible, said the entrepreneur, who has implemented many marketing procedures while running his business.

Our entrepreneur, well call him Bob, runs a computer repair business. His services allow him to provide his clients with his expert advice, either in their offices, by email, or on the phone. Because of this, Bob has a large potential market, both locally and internationally.

Bob has a great brochure, filled with all his features and benefits; he attends as many networking events as he can; he advertises in the local newspapers; and he has a huge ad in the yellow pages. But, Bob doesn't have a website. Why?

I don't need a website, do I? Asks Bob. I do everything else possible to market my business and I also get many customers by referrals. Why would I need a website?

Glad you asked Bob! Let's see if we can't outline some of the benefits of having a website both locally and internationally:

Your website is a live brochure that is available for anyone to see from anywhere, no matter if they are 5 miles away or 5000 miles away.

For potential local clients, they may first find your company in the Yellow Pages but, if they are looking for more information about you and the services you offer, the internet is one of the first places they will look to do their research.

Many potential long distance clients may be in different time zones or would rather not make a long distance call. Because of these factors, the internet is where they would go for more information. Having a website enables your information to be available anytime and, by including your email address on your site, they have a cheaper and more convenient way of contacting you.

Your website allows you to create and show much more of your information than a print ad or brochure. The more information you provide, the more likely a potential client will be to buy from you as they can see everything they need to know. You can even include a little something extra, such as tips and resources, to help your clients see your dedication to providing topnotch customer service.

Your website also allows you to be more creative in how you present your information than with something that is in print. You can add bells and whistles (but not too many) that show that can be creative in your efforts.

Many people use the internet to find out more information about products or services that they are in need of. Your website is a means of offering information to those who may be researching online before buying. If you don't have a website, how are they going to even get a chance to see what you have to offer?

In the same respect, if a potential client has heard about you but can't find your business card, they may turn to the internet to try and locate your contact information or to learn more about you.

Your website opens the door to a larger market of prospective clients. Even if your service is normally only preformed locally, there is always the potential to expand. and, you are more likely to increase your local client base if your website is available for them to research your service.

Even if you cater to only a specific clientele, your website can be a place for them to visit or where they can point others to who they are referring to you.

Your website is the one piece of marketing material that is easy to change without a huge cost. So, if you have a special event coming up or you want to include more information on a certain service, you simply have your web designer make the change. And, almost instantly, your information is fresh and visible, without the costs of re-printing new marketing material.

We could go on and on about the benefits of having a website. In short, having a website is the way to go these days and, if your company does not have a website, are you losing customers? Are they finding your competition when using the internet but not you? Are they wondering why you do not have a website when all of your competition does?

Your website is your company's 24 hour advertising medium. Why wouldn't you consider having one? Bob?

*Janice Byer, owner of Docu-Type Administrative & Web Design Services (<http://www.docutype.net>) provides professional, creative and affordable virtual office assistance and small business website design. She is a Certified Canadian Virtual Assistant (CCVA), Master Virtual Assistant (MVA) and co-founder of the Canadian Virtual Assistant Connection. She is also the author of Surfin' The Net - Docu-Type's Virtual Collection of Links, (<http://www.docutype.net/SurfinTheNet/linksebook.htm>) which is filled with the secrets of her success. Visit her website for more information and to get your copy. ❖*

JOIN CVAC

BECOME A MEMBER



CVAC is by Canadian VAs, for Canadian VAs. Members of CVAC are in a variety of stages of running their Virtual Assistance businesses in Canada. Some have just started, while others have been at it for some time. By being in these different stages, we can share the do's and don'ts of running your business. Veteran VAs have "been there and done that" so they can enlighten others as to what works and what doesn't. New VAs have a fresh perspective and brings new ideas to the group.

Whether you are already established in the VA industry, just opened your virtual business, or are in the research process of setting up your own VA practice and are seeking guidance, CVAC is for you!

Read more about the benefits of joining CVAC at <http://www.cvac.ca/member.php>. ❖

**CVAC SHOP – Support CVAC and the VA industry with these cool, high-quality products sporting the CVAC logo. You will be amazed how many people will ask you, “What is the Canadian Virtual Assistant Connection?”, or “What is a Virtual Assistant?” and then you can tell them the benefits of working with a VA, such as yourself.**

**Visit <http://www.cafepress.com/cvacshop> to get your t-shirt, hat, mousepad and more! ❖**

**CVAC is proud to have acquired special rates for benefit plans for our members. As a full member of CVAC, you can now get health insurance and more at wonderful rates for full members at <http://www.cvac.ca> and go to the full members' page. ❖**

**Don't want the expense of a fax machine? CVAC and MyFax have teamed up to offer an Email-based fax service for our members. Click here for more information <http://www.myfax.com/affiliates/index.asp?aff=4860&bid=3> ❖**

**CVAC now has an exclusive arrangement with I'm InTouch to offer their remote access solution to our members at a discounted price and extended length of usage. Read more and download your 30-day trial version at <http://www.cvac.ca/imintouch.php> ❖**

**CVAC Mentoring Program - The CVAC Mentoring Program is a full-member benefit and it is meant to assist both newcomers and existing VA's in their search for sustainable self-employment, by matching them with mentors who have greater professional experience. If you would like to be matched up with a mentor or can offer your help as a mentor, please visit <http://www.cvac.ca/mentoring.php> ❖**

**For more exiting benefits, offers and E-books go to the full members' page at <http://www.cvac.ca>.**

**Not a full member yet? Why not join now and take advantage of all these exciting benefits! ❖**

## PROPOSED WEBINARS

By Bisi Adepo-Basse  
[www.MyBusinessAid.com](http://www.MyBusinessAid.com)

Instructor: Heather Jacobson

Date: September 21<sup>st</sup>, 2006

Time: 9 p.m. EST

Topic: Inexpensive Marketing Ideas for VAs

<http://www.heatherjacobson.com>

Instructor: Pam Ivey

Date: October 4th

Time: 8p.m. EST

Topic: Overview of a REVA Practice

<http://www.visualpersuasions.ca/about.htm>

Instructor: Amy Ewart

Date: October 16th

Time: 7p.m. EST

Topic: Press Release Writing and Distribution: Capture attention with a Compelling and Newsworthy Press Release

<http://www.secretarialsolutions.ca/aboutus.htm>

If you are interested in leading a Webinar or would like to suggest topics of interest please e-mail [Bisi@MyBusinessAid.com](mailto:Bisi@MyBusinessAid.com)

If you would like to sign up for any of the upcoming Webinars, contact [Bisi@MyBusinessAid.com](mailto:Bisi@MyBusinessAid.com)

For more information on Webinars visit <http://www.cvac.ca/teleclasses.php> ❖.

### CVAC Is Looking For Your Feedback

- What is the CVAC Website missing?
- What types of resources would you like to see on the website to help you build your business?
- Any other comments or feedback?

Please e-mail [info@CVAC.ca](mailto:info@CVAC.ca) with your ideas and comments. ❖

# Blogging Tips

By Joe Terceira

If writing is an art, then, blogging is one way of using words to come up with an art. This is because people who are into blogging are the ones who are artistic on their own sense, carefully choosing words that would best describe their feelings, sentiments, wishes, desires, and everything. Basically, blogs were first introduced as weblogs that refer to a "server's log file." It was created when web logging hit the virtual market. Since its inception in the mid-1990s, web logging gradually saturated the virtual community making the Internet a viable source of greater information.

However, with web logging, you still need a web site and domain names, but with blogging, you do not need anything just an account with blog providers. In most cases, these kinds of blogs are free of charge. With the onset of blogging in the industry, personal journaling had been a common ground for people who wish to be known all over the world. However, not literally famous as this is not a case on being popular or well-known personality.

Generally, blogs are created for personal use. Like a journal, people can write their daily adventures, sentiments, and whatever ideas they want to express online. Nevertheless, with the advent of the online businesses, blogs had gradually taken the limelight in providing businesses a chance to boost their productivity online. This is where the business blogs have taken the limelight.

Business blogs are, basically, created to advertise the services or products of a certain web site or online business in order to increase online sales. Moreover, business blogs are also one way of promoting the company so that the other readers will know that a certain company exists online. With blogs, entrepreneurs are able to establish a name in the virtual market through articles that can be very useful in the reader's life.

From there, you can make money out of blogs by simply syndicating it to your business' web site. This can be done through the RSS technology. So, if you are thinking to create a blog, whether for business or for pleasure, you need to know some tips that could help you get through and make your blog one of the interesting blogs online.

Here's how:

## 1. Consider your audience

Even if your blog is generally personal, still, it would be better to consider the minds of your readers. You have to think of something that would interest them.

After all, most of the reasons of people who write blogs are not at all confined to their own personal motives. Most of them would love to be "heard" (or read) and would love to be known, in some way or another, even for just a minute. Hence, it is very important to come with a write up that everybody can understand, not necessarily that these people can relate to it but they can understand it.

## 2. Pictures speaks a thousand words

To make your blogging worth the browsing effort of your readers, it would be extremely nice if you will put some pictures in it. It does not necessarily mean you have to place a picture of yourself. Any photographs will do as long as it does not pose danger or insult to anyone who will be reading your blog.

## 3. Make constructive and beneficial blogs

Even if you are free to write anything you wan to say to the world, still, it would be better to create some write-ups that would be beneficial to your readers.

After all, its information technology that you have there so better be inclined to provide information rather than sheer quirky entertainment.

## 4. Avoid making multifaceted and complicated blogs

In order to have an interesting blogs, try not to use some highly technical and highfalutin words. After all, it is not a science discourse or a debate that you are making, so better stick to simple facts and short blogs.

Bear in mind that most people who use the Internet usually do more scanning than scrutinizing each site word for word. Therefore, it would be better to come with blogs that will not bore your readers just because you have these lengthy articles.

## 5. Make it interactive

As much as possible and if your capacity will allow it, make your blog interactive. Yu can do this by placing some video or audio clips in your blog.

You can even place an area for comments or for some feedbacks. In this way, you can get some impressions or reactions of other people. Who knows, you might even gain some friends just by making them feel at home in your blog site.

Indeed, blogs are not created just for the mere fun of it. It also has its own purpose in the world of the Internet.

Therefore, for people who wish to harness their craft, as far as writing is concerned, blogs are the best way to do it.

As they say, blogging is the contemporary term of creative and commercial writing.

Joe Terceira is the creator of The Ultimate Affiliate Business eBook.

<http://www.affiliate-free-ebook.com> It is a free eBook download for eBook marketing. Use this free marketing eBook online and get free internet advertising. ❖

## 7 Reasons to Start Blogging

By Michael Fleischner

Perhaps you've heard of blogs, maybe even read a few, but haven't started blogging yourself. A weblog, which is usually shortened to blog, is a type of website where entries are made (such as in a journal or diary), displayed in a reverse chronological order.

Blogs often provide commentary or news on a particular subject, such as food, politics, or local news; some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. Most blogs are primarily textual although many focus on photograph (photoblog), videos (vlog), or audio (podcasting).

Today blogging has become a phenomenon, and for good reason. Blogs give individuals the ability to easily communicate to mass audiences whenever they feel the urge. This ability is what makes blogging truly unique - not requiring any technical knowledge of web development, design, or management.

Maintaining or posting to a blog is very rewarding and carries a variety of benefits, here are just a few:

1. Blogs are easy to create. Unlike starting your own website, weblogs can be created in just a few minutes. Sites like Blogger.com allow you to register and start your own blog for free. All you need is an email and a topic to start blogging about.

2. Blogs provide a dialogue with prospects, customers, and friends. Blogs are now being used as a communication vehicle to share important information with customers. Because blogs can be updated in real time, businesses are finding weblogs to be one of the quickest and most accurate ways to distribute their message.

3. Blogs are here to stay. Blogging gives you the ability to publish your thoughts in real time, whenever and where they like. If you enjoy writing, want to share your ideas, or even learn more about a particular subject; contribute to a blog on a regular basis. Now that blogs have become popular, you can find a blog directory that can help you locate weblogs by category. Find one aligned to your interests and post your comments. They'll remain on the web indefinitely.

4. Blogs can drive traffic to your website. Using a blog, associated with a particular topic, can drive additional traffic to your website. This is essential for anyone seeking new leads for their business or have an interest in generating online sales.

The benefit of using a blog to generate traffic is that weblogs attract a different type of user - one that is very focused on a particular subject. These users are more prone to take interest in what you have to offer and convert into paying customers.

5. Blogs give you the flexibility to post whenever, wherever. When authoring a blog, all you need is an Internet enabled PC to post an entry. This level of flexibility removes many of the barriers associated with traditional forms of communication. Some blogs even allow you to make a post via email. Simply construct an email and send it to the blog address. The result is an instant post to your blog.

6. Establish yourself as an expert. By keeping a blog up-to-date and contributing in an area where you have experience, you can quickly build your reputation as an expert. Once you've establish yourself as having knowledge in a particular subject area, you can begin contributing to other web sources such as news articles and interviews.

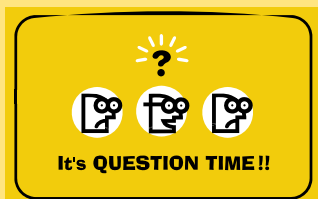
7. Generate Ad Revenue. The beauty of a blog is that you can attract those interested in a very specific subject area. This is an ideal market for online pay-per-click advertising like Google AdSense. You can easily integrate Google AdSense into your blog - many blog hosts provide it as a built in option- and generate ad revenue. This is a great way to provide value to your readers while generating revenue for your business.

These are just some of the benefits of creating and contributing to blogs. You will find that weblogs are a great way to share information with others who share similar interests. It's also a great opportunity for you to learn. Although I've been hosting my own marketing blog to provide expert advice on marketing, I have learned a great deal from others who comment on my posts. This is one of the most rewarding aspects of creating your very own blog. So what are you waiting for, start blogging!

\*Michael Fleischner is a marketing expert and the president of MarketingScoop.com. He has more than 12 years of marketing experience and has appeared on The TODAY Show, Bloomberg Radio, and other major media. Visit his marketing blog directory for further details.

Article Source: <http://www.free-articles-zone.com> ❖

## VA QUESTION AND ANSWER TIME



Q: What is the most successful way to get clients? I have one but I found her off another site. I am trying all different ways but have had no luck. I am hoping to get at least two more in 3 months. Any Advice would be wonderful.

A: It's really all about networking, both with your colleagues as well as people in your target market. Do you have a website that leads and prospects can look at to find out more about you? Who is your target market? What kinds of services do you offer? Do you have a marketing plan? Those questions will need to be fleshed out before you can decide the best strategy for generating qualified leads.

Q: I'm looking for the best ways to back up my system.

A: The first is through an online backup service, overnight:  
<http://onlinebackup.connected.com/faq.asp>

This has the benefit of being encrypted, and offsite. Note: probably wouldn't work well for those without a high speed internet connection, and the computer needs to be left on to do this. The first backup takes quite awhile, others don't (depending on your data).

Secondly, I also backup automatically to an external hard drive. I notice that these are on sale today, during Dell's days of deals, if anyone wants a great deal:

[http://www1.ca.dell.com/content/topics/segtopic.aspx/days\\_of\\_deals?c=ca](http://www1.ca.dell.com/content/topics/segtopic.aspx/days_of_deals?c=ca)  
<[http://www1.ca.dell.com/content/topics/segtopic.aspx/days\\_of\\_deals?c=ca&cs=CADHS1&l=en&s=dhs](http://www1.ca.dell.com/content/topics/segtopic.aspx/days_of_deals?c=ca&cs=CADHS1&l=en&s=dhs)>  
&cs=CADHS1&l=en&s=dhs

Also try <https://mozy.com/?ref=FZA3Y5>

And thirdly, I also backup to DVD - but as this is done only when I think about it, it's not done too frequently. I have a strong belief in backups that you don't have to think about!

Q: I want to get a copy of a typical privacy document that I would use to sign for client purposes. Is there a document I could download? Where would I be able to find it? I checked online with the Canadian government web site but am not sure what I would be able to use there.

A: Check the CVAC website Members only section. There's a confidentiality agreement there and it's one of the best I've seen yet!

Q: A client has sent me approximately 50 photos that they want put up in their web space. Would it best to do them as a gallery? If so how do I do this? Also, how do I take the photo and make it a thumbnail so that when it is clicked they can get a larger image that they can download, as that is what they want.

A: If you have Front Page, it has a great template for a photo gallery. It also has an easy thumbnail feature. I used it a while ago and seem to remember that it was fairly straightforward.

Q: Does anyone know of a free fax services (to receive faxes)?

A: Telus Business Services offers a faxing solution that is \$12.95/month -includes 200 free pages. You can choose between a local number or a toll-free number. I am about to register for this service now as I have been researching and have found this to be the best so far!

We also recommend MyFax.com. If you go there from the link on our main page CVAC is an affiliate. It's only \$13.00 per month and that's 100 free pages sending and 200 pages receiving. You also get a toll free number.

I use [www.efax.com](http://www.efax.com). I have the paid version but there is a free one - I think it's limited to 20 pages per month.

VA Questions and Answer Time is brought to you by Hilary Feindel of Feindel Company  
[www.feindelcompany.ca](http://www.feindelcompany.ca) ❖

### Subscribe or Unsubscribe Info:

The Canadian Virtual Assistant Connection is proud to offer the CVAC Newsletter to our members and all entrepreneurs around the world. We offer articles, links and tips to help you run your small business. If you would like to subscribe or unsubscribe to the CVAC Newsletter, please fill in the form at: <http://www.cvac.ca/newsletter.php> ❖  
If you are already a Full or Partial Member of CVAC, you will automatically be added to the newsletter subscriber list so there is no need to fill in the form. ❖