

Services Offered by Virtual Assistants

The following is a list of just some of the services that are being performed by VAs all over the globe (**including but not limited to...**):

General Word Processing: This is the most common service offered by VAs, and is the one requested by the majority of VA clients. Examples – memos, letters, and manuals.

Enhanced Word Processing: This service goes beyond simply typing and formatting documents. With added skills, your VA can produce more intricate documents, such as spreadsheets.

Desktop Publishing: Applying their creativity using desktop publishing software can allow your VA to produce eye-catching documents, such as business cards and newsletters for you.

Transcription: Tape, midi, and phone. Examples include general, medical and legal transcription.

Writing: Your VA can assist in business, technical, academic and even ghost writing while also providing editing services.

Database Creation & Management: Most VAs can provide basic contact management database for clients. However, some have the expertise to specialize in the creation of intricate databases that allow for everything automated, including report generation and inventory management.

Bulk Mailings: This service can involve everything from printing documents and labels to stuffing envelopes and making a trip to the post office.

Bookkeeping: Another specialized service, bookkeeping, can be offered to you to help keep your accounting needs in order. This may involve creating and mailing invoices, keeping track of payables and receivables, and paying your bills.

Phone Answering: Being in the same time zone as your VA can be beneficial when they offer this service, but it's not a necessity.

Office Management: This service has no definite description, as each circumstance is unique. It involves most tasks that an in-house assistant offers and that are listed here as individual services, such as answering phones, providing word-processing, and even some amounts of design work or bookkeeping.

Website Design: Creativity is an essential trait of web design. This service can include designing and maintaining your websites, search engine optimization and submitting your site to directories and search engines.

Email Management: When you are planning to take a holiday, your VA can keep your incoming email organized. They can weed out the junk and provide a response



to those who require it. You simply forward your email address to your VA or give them access to your computer.

Marketing/Advertising: If your VA has a background or specialty in the marketing or advertising field (or has successfully marketed their own business), then this would be a beneficial service to you.

Internet Research: Providing results from online inquiries can involve personal research, business-related research or academic.

Graphic Design: If your VA has creative outlook, they can produce such images as a company logo that can be used in both print and online applications.

Proofreading/Editing: Reading through documents to locate spelling, grammatical and formatting errors. Editing goes a step further and involves inputting the necessary content to keep the story flowing smoothly.

Translation: Many VAs speak multiple languages giving you the opportunity to offer your documents in different languages.

Presentation Preparation: Either print or media presentations that will help enhance your marketing or teaching efforts.

Computer Training/Tutoring: Helping you with the day-to-day operation of your computers. They may also be able to train or tutor you with specific software applications.

Photocopy Service: Most VAs can offer a few copies here and there by using a copier, scanner or printer.

Meeting & Event Planning: Your VA can organize venues, arrange accommodations, and co-ordinate any catering or event add-ons that you may need.

Public Relations: This service allows your VA to assist you with your exposure. This service can involve everything from writing and distributing press releases to arranging radio and television show appearances.

Scheduling: Organizational skills of your VA can help your stay on schedule.

Resumes & Cover Letters: If you find yourself looking for a new job, a VA can help ensure your Resume or CV will get the attention of those doing the hiring.

Fax Services: A VA can help with doing single or multiple faxes. Generally, a per page cost will apply and long distance charges will be added.

Scanning: Scanning of graphics and content is something that every VA should be able to help you with including OCR scanning of documents and scanning of such images as your signature to include in those documents.

PDF Conversions: This is an essential service that VAs have as many document are safely shared in PDF format. Such products that you can create in PDF include newsletters, registration forms, and even ebooks.

There are many, many more services available which can be offered by VAs to their clients. Basically, any service that you need to help alleviate some of your workload which may be taking you away from doing tasks that generate revenue is a service offered by Virtual Assistants.

Specialized Services by Industry

Below is a more specified list of services that can be offered for a wide range of industries (*again... this is just a sample list... many, many other services are offered depending on the VA and their experience in the specific industry*)

Accountants

- bookkeeping
- creating spreadsheets
- designing graphics
- developing and maintaining databases of clients and contacts
- design and keep their company website and blog updated
- help with network marketing campaigns
- receive and address emails inquiries
- produce and implement marketing initiatives
- etc.

Artists

- Research appropriate galleries for a showing
- Arrange all details of the gallery showing
- Set up EBay auctions to sell art
- Make travel arrangements for artists
- Maintain artist's website to include new artwork, testimonials, sales, etc.
- Develop marketing and network marketing campaigns

Architects

- Handle printing of important blueprints
- Courier required documents to anywhere in the world
- Arrange in-person and virtual meetings with clients
- Answer and respond to incoming emails and phone calls
- Design marketing material

Attorneys

- Develop specialized databases of clients, contacts
- Work with law related documents
- Electronic filing of documents
- Maintain attorney schedules
- Arrange in-person, phone and virtual meetings
- Dictation and transcription

Authors

- Digital and analog dictation/transcription
- Fact checking and other researching
- Coordinate your peer and audience review
- Research potential publishers
- Prepare the manuscript to publisher requirements
- Review final proof / printers proof
- Get the copyright registered
- Register ISBN number
- Create virtual book launches and book tours
- Organize Social Marketing Campaigns
- Coordinate promotional activities
- Track your book sales

Building/Construction

- Bookkeeping
- Answering emails and phone calls
- Mass mailings
- Event planning
- Helping with project management including scheduling, estimating, job cost accounting, prime and subcontract preparation, DEQ compliance, permitting
- Dealing with vendors

Coaches

- Scheduling
- Ezine and Newsletter Design and Management
- Teleclass and Webinar Assistance
- Transcription
- PowerPoint Presentations
- Contact Management
- Copywriting and Editing
- Marketing and Publicity

Doctors/Dentists

- Scheduling appointments & meetings
- Travel Arrangements
- Phone or Email Reminders
- Contact Management
- Researching
- Creating Invoices
- Record Maintenance
- Paper work and reports
- Desktop publishing (flyers, documents etc.)
- Proof Reading

Insurance Agents

- Arranging Conventions
- Diary Management
- Digital Transcription
- Electronic Forms
- Grant Writing
- Invoicing
- Newsletters
- OCR
- Payroll
- Phone-in Dictation
- Presentations
- Procedural Documentation
- Proof Reading
- Time Management
- Transcription
- Travel Arrangements

Realtors

- Real Estate Transaction Coordination
- Blog Creation & Maintenance
- Social Media Marketing
- Listing Marketing
- Create CMAs
- Top Producer management
- Lead Follow-Up & Tracking
- Pre-listing & Broker Price Opinion
- Create Just Listed and Just Sold cards
- Real Estate Design Services
- Drip E-Mail Campaigns
- Autoresponders
- Create newsletters
- Contact Database Management
- Manage FSBO and/or Expired programs
- Online Transaction Coordination
- Write and place ads

Speakers

- Marketing and Promotional Materials
- Web Design
- Social Media Set Up and Management
- Direct Marketing Campaigns
- Venue research and negotiation
- Travel Arrangements

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