

Virtual Assistant Success Blueprint

300 Ways to VA

Administrative Support

Act as an interpreter and/or arrange for an interpreter
Act as "Order Fulfillment Center" for mail order business
Act as Customer Service representative
Answer out of Time-Zone (24 hour support) phone calls
Assist a private investigator with research/online work
Broadcast Ezines and newsletters
Check email accounts for emails
Convert files into Adobe PDF files
Create and Monitor Expense Reports and Travel Riders
Create PowerPoint slideshows
Create business plan
Create/organize a client's "to-do list"
Design and create CD covers and inserts
Design Ezines and newsletters
Email and keep copies of digital "snail mail"
Follow up on contracts
Forward mail anywhere in the world
Gather/generate a client prospect list
Handle payments from clients
Handle bulk mail requirements
Have name removed from junk mailing lists
Maintain calendar
Manage P.O. Boxes
Manage broadcast list
Manage calendar
Notarize and/or arrange for documents to be notarized
Open and reply to snail mail
Order Office Supplies
Organize survey data
Organize, prepare and manage R & D Team
Place ad with newspapers/online listing agencies
Prepare and create customer satisfaction surveys
Prepare client forms
Provide Dictation Services
Provide Transcription services
Receive snail mail in behalf
Reply to emails in behalf
Scan snail mail and convert them into a PDF format
Schedule client appointments
Screen E-mail
Screen Voicemail
Send Broadcast Faxes
Setup teleclasses
Track courier shipments (FedEx, UPS, DHL, Airborne, TNT, et al.)
Translate documents in various languages

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Auction Assistance and Sales Management

- Add Auction sales directly to website so that all of clients can see goods online and at auction
- Create sales letters
- Find wholesalers and distributors for online auction business
- List merchandise for online auctions
- Manage a database of online sales
- Organize products for sales and online auctions
- Provide shipping and Handling services for online auctions and sales.
- Send automatic emails on behalf at completion of auctions.
- Set up an Online Auction Store for business
- Shop on behalf for specialty goods and services.
- Track sales of online auctions

Business Start Ups

- Act as registered agent
- Apply for a Federal Tax ID (EIN) Number
- File for a business license
- File business registrations

Coaching and Training

- Book Training facility
- Create audio or online classes of training materials
- Create manuals for training classes
- Create PowerPoint or other presentation materials
- Manage subscription lists
- Send email reminders about upcoming events to client base

Computer-Specific Support

- Backup data
- Computer Consulting
- Computer Security Advisor
- Computer Troubleshooting
- Create PDFs
- Data Storage
- Database Creation
- Database Management
- Document Scanning
- Programming/Software
- Recommend and purchase software

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Concierge Services & Travel Arrangements

- Act as mystery shopper
- Arrange for physical care planning (Personal Trainer)
- Arrange for taxi or limousine pick-ups
- Arrange to-and-from airport transfers
- Coordinate special occasion gift purchase
- Coordinate special occasion gift wrapping
- Coordinate with a travel agency for airline tickets to be issued
- Create Personal or Business Travel Itinerary
- Have name removed from junk mailing lists
- Mail or deliver gifts on behalf on special occasions
- Modify or cancel previous reservations
- Order/Schedule flower delivery anywhere in the world
- Order items from a mail order company/online
- Order/Schedule food delivery
- Plan a vacation – personal or business
- Provide reminder service for birthdays and holidays
- Request and manage take-out menus from restaurants in local area
- Reserve a car for you
- Reserve airline seats for you
- Reserve cruise cabin space
- Reserve hotel room
- Screen Home Service Providers (Maids/ Nannies)
- Set up personal care appointments with a spa, salon, barber or a gym
- Set up personal care appointments with dentist, doctor, nurse and/or caregiver
- Shop on behalf
- Travel with you as personal assistant

Events Planning

- Assist in customs paperwork (shipping to foreign countries)
- Book locations for event
- Coordinate out of town meetings and conferences
- Coordinate staffing needs for event ie, catering, audio visual team and entertainment
- Create conference signage (banners and signs)
- Create online and paper invitations for event
- Design and prepare name badges/name labels
- Facilitate Meeting
- Invite speakers
- Order/Schedule food delivery
- Prepare and order promotional materials
- Process & manage registrations
- Provide attendee assistance
- Provide you with Activity lists for event or Team Building outing
- Search and prepare maps
- Track events courier shipments (FedEx, UPS, DHL, Airborne, TNT, et al.)

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Finance & Accounting

- Act as bookkeeper
- Balance checkbook
- Check credit reports
- Endorse and deposit checks
- Manage Tax Filings
- Open a bank account in behalf
- Pay bills
- Process credit card transactions
- Process accounts payable
- Process accounts receivable
- Process PayPal transactions
- Provide tax preparation and tax filing
- Pursue collections on behalf
- Research chargebacks and fraudulent orders
- Set up merchant account

Graphic Design/Desktop Publishing

- Create Business Cards
- Create Graphics
- Create Letterhead
- Create Logos
- Create Notecards
- Create Postcards
- Design Book Covers
- Merge graphics
- Restore/Touch up Photos

Human Resources

- Arrange for client/candidate interviews
- Administer applicants skills testing
- Create a questionnaire for job applicants
- Create ad to hire new in-house staff
- Create and send form letter responses to candidates
- Interview candidates
- Perform background checks
- Perform employment verification
- Perform referral/Reference verification
- Place ad with newspapers/online listing agencies
- Reference checks
- Screen applicants
- Train employees/staff
- Verify applicants skills

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Legal Support Services

- Complete necessary paperwork to file small claims suit
- Obtain Courier service for transporting of legal filings
- Place legal notices ads with newspapers/online listing agencies
- Provide Notary Services
- Research necessary paperwork to file small claims suit
- Submit small claims paperwork for approval to client lawyer
- Track paperwork with court

Sales Person Support Services

- Arrange for container shipping of product from international vendor
- Arrange for printing services
- Arrange for stateside storage of product from international vendor
- Assist in customs paperwork (shipping to foreign countries)
- Complete letter of credit paperwork and submit to bank
- Copywrite product information in online order database
- Create client business cards
- Create client letterhead
- Create detailed inventory reports of online products
- Create detailed sales/A/R reports of online orders
- Create press release announcing launch of client website
- Create product database
- Distribute client press release
- Drop-Ship online orders
- Maintain relationships for client with customers and vendors
- Manage product database
- Manage subscribers of e-newsletter
- Manage vendor relations with providers of products
- Mmaintain database of client's customers and vendors
- Online marketing, managing affiliate marketing programs
- Perform live customer service on client website
- Perform live phone answering for client website
- Provide Customer service for online orders
- Provide Invoicing for online orders
- Research companies that provide letters of credit
- Submit completed LOC paperwork to international vendor
- Track courier shipments (FedEx, UPS, DHL, Airborne, TNT, et al.)
- Work with inside sales staff on procuring new customers
- Write content for e-newsletter

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Marketing Support

- Business Branding
- Compile mailing lists of customers
- Create Newsletter
- Create Presentations
- Create Proposals
- Locate competitors
- Provide and Obtain Newsletter Advertising
- Provide Market research of competition
- Provide Market research of Target audience
- Provide Marketing Trends research
- Provide Newsletter Research

Public Relations

- Create Press Releases and Information kits
- Develop and maintain media contacts
- Disseminate bad publicity through Press Releases
- Monitor online publicity for or business
- Promote business with Press Releases
- Provide Clipping service
- Submit releases to online and Brick and mortar Wire Services

Real Estate Support

- Appointment Scheduling
- Appointment Scheduling
- Area Demographic Research
- Area/Tour Maps
- Create and Distribute Brochures
- Create and Distribute Bulk Mailings
- Perform Cold Calling to generate sales leads
- Create and Distribute flyers
- Create and Generate Reports
- Send Birthday/Anniversary Acknowledgements (cards)
- Send Welcome/Closing Gifts

Social Media

- Set up profiles on social media sites such as LinkedIn, Facebook and Twitter
- Maintain social media accounts
- Set up blogs
- Maintain blogs
- Research and ghostwrite blog posts

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TeleCommunications

- Act as personal answering service
- Check voicemails for messages
- Maintain fax broadcast lists
- Order calling cards
- Order wireless phones and services
- Provide Voice-over service for outgoing messages
- Receive faxes in behalf
- Record "Hold Messages"
- Schedule conference calls
- Screen phone calls
- Send Broadcast faxes
- Set up conference bridge numbers
- Set up toll-free numbers
- Set you up with voicemail
- Set-up voicemail
- Switch long-distance carriers

Website Design and Support Services

- Check links at website
- Create E-Zines
- Create a website FAQ section
- Create and maintain a reciprocal link program
- Create banner ads as online advertising creative
- Create e-biz cards
- Create Flash movies
- Create Site Maps and Wire frames
- Create Virtual Business Cards
- Create website logo
- Create/set up pay-per-click ads
- Design web site
- Generate keywords and meta tags for website
- Host website
- Prepare HTML Email stationary
- Prepare website stats/traffic reports
- Proofread website content
- Provide e-commerce solutions
- Provide Information design and organization using content
- Register domain name
- Set up and create email accounts
- Set up in-house Hosting for web site
- Set up online shopping cart
- Submit website to the search engines
- Track pay-per-click programs to ensure value
- Update and maintain existing website

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Writing Services

- Act as Ghostwriter
- Apply for Copyright on behalf
- Arrange Book Tour
- Create a E-book website
- Edit and Proofread Various Writings
- Follow-up on Manuscript Submisssions (Telephone and/or Mail)
- Format Medical Publications and Manuscript Submissions
- Format Student Papers
- Format e-book
- Locate Publishers
- Mail Galley Copies
- Mail Manuscript Submissions
- Manage sales of e-book
- Organize content of e-book
- Organize Writing Content
- Proofread e-book
- Publish e-book
- Sell e-book
- Track Manuscript Submissions