

Dynamic Virtual Assistant, Inc.

Your Dynamic Virtual Assistant...

- ⇒ ... is an independent contractor who handles clients' non-core support needs via email, phone, internet and fax
- ⇒ ... functions virtually and reliably with state of the art technology, equipment and software
- ⇒ ... your DVA can handle duties like basic administrative support, accounting services, human resource assistance, concierge services, collections, sales, marketing, research, presentation materials, web & graphic design, travel arrangements, brochure and flyer creation, and much more
- ⇒ ... is available on a full or part time, per project or retainer basis, and accepts credit cards via PayPal.com
- ⇒ ... goes beyond the role of 'temp' to become your virtual right hand
- ⇒ ... is a member in good standing of

*A Virtual Solution
DVVAA—Delaware Valley Virtual Asst Assoc.
eWomennetwork.com
Greater Northeast Phila. Chamber of Commerce
IAVOA—Int'l Assoc of Virtual Office Assistants
IVAA—International Virtual Assistants Assoc.
MBA—Midlantic Business Alliance, Inc.
VANA—Virtual Assistant Networking Assoc.
Virtual Business Group
Word Wide Web Chamber of Commerce*

www.DynamicVA.com

Dynamic Virtual Assistant, Inc.

dynamic *adj* of or relating to energy or to objects in motion; characterized by continuous change, activity, or progress; active, energetic

virtual *adj* simulated; indirect; performing the functions of something that isn't really there

assistant *n* a person who holds a position auxiliary to another and assumes some of his or her responsibilities: a person who assists; to give support or aid to someone

**P.O. Box 24773
Philadelphia, PA 19111**

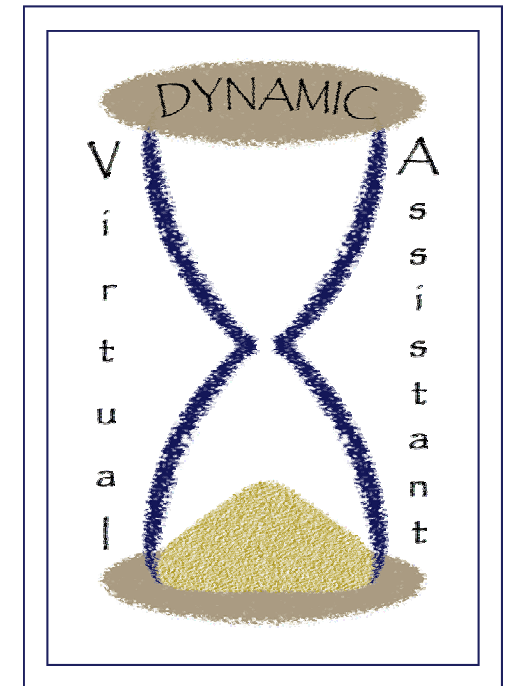
Voice: 877.873.9491

Fax: 215-501-5366

Email: VA@DynamicVA.com

Web: www.DynamicVA.com

Dynamic Virtual Assistant, Inc.



*When there isn't enough
time in the day, call on your
DynamicVA*

Voice: 877.873.9491

Fax: 215-501-5366

Email: VA@DynamicVA.com

Web: www.DynamicVA.com

www.DynamicVA.com

Dynamic Virtual Assistant, Inc.

Do you need a Dynamic Virtual Assistant?

- ⇒ Are you a small, home-based or start-up business and do you find yourself spending too much time on administrative chores and not enough time on the tasks that really drive your bottom line?
- ⇒ How often have you used the expression "when I have time" when referring to special projects or tasks?
- ⇒ Do you need specialized services but are not interested in the hassle of hiring an assistant, purchasing office equipment, paying payroll taxes and benefits?
- ⇒ Have you been meaning to create that brochure or newsletter, do that mailing, or take that vacation but that time never seems to come?
- ⇒ Are you spending time and money training temporary assistants only to find out the true meaning of "temp"?
- ⇒ Do you need an occasional extra hand with day to day administrative & support tasks?

www.DynamicVA.com

Why a Dynamic Virtual Assistant?

- ⇒ you only pay for work done—no idle time
- ⇒ no need for fully equipped office space
- ⇒ no payroll taxes; no employee benefits
- ⇒ your DynamicVA maintains a Team with extensive experience in specialized services
- ⇒ excellent resources, references and certifications through VACertification.com



**Marketing & Sales
Administrative Support
Desktop Publishing
Web & Graphics Design**

*Whatever your business needs -
Your Dynamic VA can do it*

Services include but not limited to:

- Administrative Support
- Ad Design and Placement
- Announcement Creation & Publishing
- Answering Service/Phone Call Management
- Arranging Appointments
- Banner Creation & Printing
- Basic Bookkeeping
- Billing
- Brochure Creation & Printing
- Business Plans
- Calendar Management
- Concierge Services
- Correspondence Preparation & Mailing
- Database Management & Creation
- Desktop Publishing
- Document Scanning
- Embroidery Services
- Event & Conference Planning
- Filing & Organizing
- Flyer Creation & Printing
- Graphics Design
- Greeting Card Creation, Prep & Mailing
- Human Resource Management
- Internet Research
- Invitation Creation & Printing
- Manuscripts
- Marketing Material Creation & Printing
- Marketing Plans
- Mass Mailings (Including Mail Merge)
- Media Buying
- Meeting Preparation
- Newsletter Creation & Printing
- Notary Services
- Party Favors (Incl. Custom Printed Ribbons)
- Party Planning
- Payroll Processing & Management
- Personal Shopping Services
- Photo Scanning
- Power Point Presentations
- Press Releases
- Purchasing & Purchasing Research
- Relocation Specialist
- Reminder Service
- Research
- Resumes
- Sales/Advertising/Promotion
- Sales Kits
- Spreadsheet Design & Management
- Start-up Services
- Temporary Office Services
- Transcription/Medical Transcription
- Translation
- Transparency Creation & Printing
- Travel Arrangements
- Voice Mail Management
- Web Design
- Wedding Planning
- Word Processing

*Weekend, Emergency & Rush Services
Available Upon Request for a Surcharge*