



**The  
Business  
District**  
office your way

**DISTRICT**

# VIRTUAL BUSINESS ASSISTANTS *ARE HERE FOR YOU*

- We manage your calendars
- We plan, schedule and set-up your meetings and invite participants
- We welcome, direct and guide your clients and visitors
- We handle and process your mail and faxes
- We manage your e-mail
- We make travel arrangements
- We answer your telephone, channel your calls or take messages
- We take your product orders and handle queries
- We arrange courier service
- And more ... depending on your business needs

## *SIMPLE STEPS TOWARD A MORE PROFESSIONAL IMAGE OF YOUR COMPANY*

- Register for a Classic Virtual Office Rental (Includes Business Assistant for 6 hours per month)
- Or, Register for Economy Virtual Office Rental and request a Virtual Business Assistant
  - Familiarize your Assistant with your business, including products, services, etc.
  - Provide an electronic calendar, e-order forms, etc., or let us help you to create one
- Acquaint your Assistant with your marketing, website, social media, literature, advertisements.

## *REASONABLE AND AFFORDABLE PRICES*

One-time set-up \$5,000 and \$1,750 per hour, or let's negotiate your monthly rate Add 15% GCT]