

# BUSHMILLS

## Virtual Assistance



Your Online Personal Assistant

# What is a Virtual Assistant (VA)?

- ✿ A Virtual Assistant is a highly trained, independent entrepreneur who helps businesses worldwide with their administration by utilizing today's technology.
- ✿ VAs work from their own offices, communicating with their clients by telephone, email or fax.
- ✿ VAs provide immediate professional support and assistance with administration tasks that are usually handled by an in-house employee.
- ✿ VA services allow business owners to concentrate on generating revenue, instead of worrying about completing essential every day tasks.



# Benefits to YOU

- ✿ Save time and money. No more paying for -
  - Employee breaks
  - Personal leave
  - Vacation time
  - Sick leave
  - Temporary help
  - Office space/furniture
- ✿ Access to a professional Personal Assistant 24 hours a day.
- ✿ No hidden costs.
- ✿ Free up your time.
- ✿ Freedom from tasks you no longer enjoy.



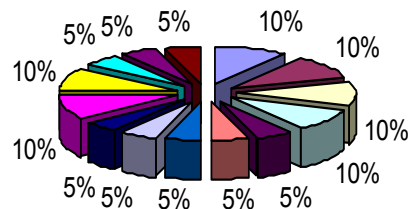
# Which Option Do You Prefer?

**Option A** shows the typical services provided by Bushmills Virtual Assistance which are a daily necessity to most businesses. **Option B** shows how a 10 hour day should look like if you outsourced some of the services in Option A.

## OPTION A

### Services

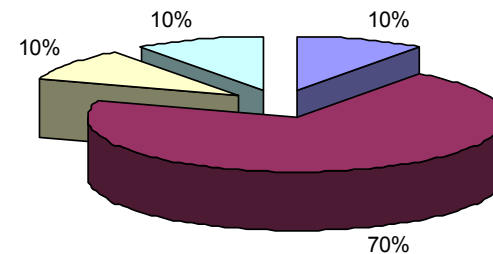
- Pow erpoint Presentations
- Enhanced Word Processing
- Spreadsheet/Graph Creation
- Recruitment Coordination
- Document Organization
- Proofreading/Editing/Formatting
- Event/Travel Planning
- Diary/Meeting Scheduling
- Reminder Service
- Email Management
- Data Entry
- Mail Merges/Bulk Mailing
- CD/DVD Burning
- Scanning



## OPTION B

### Your Business

- Coffee
- Priority, revenue gerating business
- Lunch
- Gym



# I Have a PA, When Would I Need a VA?

- ✿ On a temporary basis when your PA is on annual/sick leave.
- ✿ To assist with additional work overflow.
- ✿ To perform a task that your PA is not trained to provide.
- ✿ When you require assistance outside of normal office hours.



# Mission Statement



Bushmills Virtual  
Assistance:

A professional,  
friendly business  
offering virtual  
access to a reliable  
and efficient  
Personal Assistant  
committed to the  
provision of  
complete customer  
satisfaction.



**BUSHMILLS**

Virtual Assistance



**Your Online Personal Assistant**

Available virtually anywhere,  
anytime.

What can BVA do for you today?

**[www.bushmillsva.com](http://www.bushmillsva.com)**