



Are administrative tasks boxing in your business?

The logo for Top Shelf VA Services, featuring the words "Top Shelf" in a stylized, cursive font. The text is positioned above a horizontal grey bar that has a slight 3D effect, suggesting a shelf.

VA Services

PO Box 691178 ■ **C**harlotte, NC 28227 ■ **T** 704-532-1461 ■ **F** 253-295-5418
naomi@topshelfva.com ■ www.topshelfva.com ■ **ICQ:** 162043380

Free Yourself

Save Money, Save Time

Top Shelf VA Services is a virtual assistant administrative support service providing a multitude of administrative services. By allowing Top Shelf VA Services to handle those administrative tasks that are wasting your time and money, you are free to concentrate on your core business. Outsourcing these tasks can save your business money.

Services Provided

Web Design/Maintenance

PowerPoint Presentations

Transcription

Data Entry

Internet Research

Calendar Management

Voicemail Management

Desktop Publishing

Graphic Design

Database Management

Writing, Proofreading, Editing

Event Planning

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