

*If you have said
any of the following . . .*

- ◆ My business is running me instead of me running my business.
- ◆ Business is great! Almost too great, I cannot keep up with everything!
- ◆ I cannot stop to smell the roses right now, the business is booming and I will lose momentum if I stop for a breather.
- ◆ If there was more time in the day, I could do so much more with my business.
- ◆ I would give my right hand if I could only find some good help, but that is nearly impossible, so I end up doing everything myself.
- ◆ I wish I had some type of assistance in brainstorming new ideas for my business.

*. . . you may need a
Virtual Assistant!*

*First rate assistance for a
virtual world of difference!*

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VA Services

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Virtual Assistance



**Collaborative
Relationship
Elite
Assistance
Time
Intuitive
Virtual
Experience**

**Support
Opportunity
Liberation
Unsurpassed
Team
Innovative
Organization
Necessity
Successful**

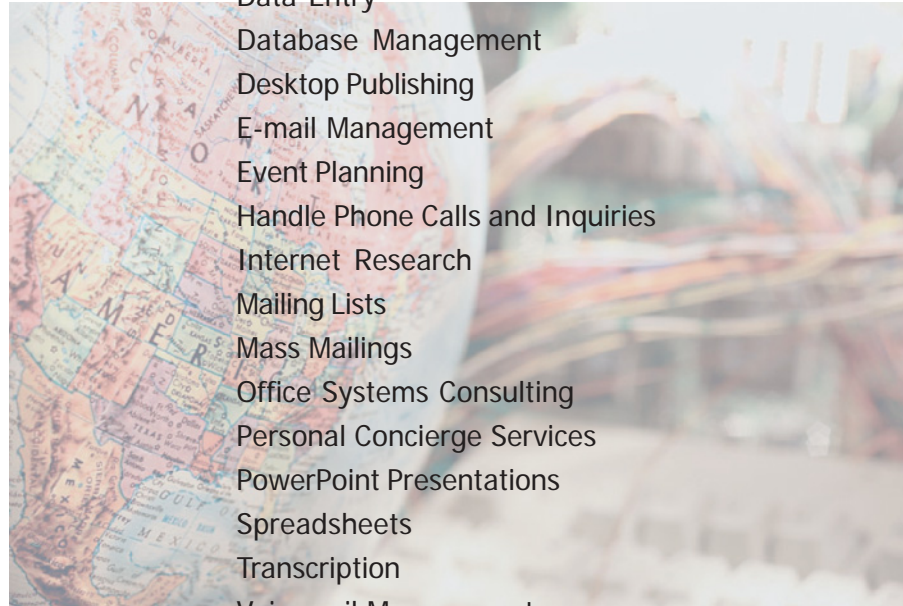
What is a Virtual Assistant?

Virtual Assistance Administrative Support . . . and beyond

Benefits of working with a Virtual Assistant

A Virtual Assistant is a highly trained and skilled administrative professional who works in a collaborative partnership with successful small business owners, entrepreneurs, and SOHOs (small office/home offices) providing administrative support and personal concierge services, without having to be physically present in your office. Communication and collaboration is easily accomplished through phone, fax, e-mail, and the internet. True assistance is no longer bound by geography.

When you hand over the things you have been tolerating in your life to a Virtual Assistant, you will feel an enormous weight lifted from your shoulders. You will be able to concentrate on your core business and move forward with the things that are important to you. You are no longer working alone; you have a partner who enthusiastically wants to see you succeed.



Appointment Scheduling
Brainstorm Partner
Data Entry
Database Management
Desktop Publishing
E-mail Management
Event Planning
Handle Phone Calls and Inquiries
Internet Research
Mailing Lists
Mass Mailings
Office Systems Consulting
Personal Concierge Services
PowerPoint Presentations
Spreadsheets
Transcription
Voicemail Management
Web Design and Maintenance
Writing, Proofreading, Editing

*. . . oh yes, and order
flowers for Mom!*

- ◆ No need to provide an office
- ◆ No additional equipment
- ◆ No payroll, taxes, or insurance
- ◆ No vacation or sick leave
- ◆ No federal standards such as OSHA
- ◆ Pay only for the time worked
- ◆ More time for building revenue
- ◆ Have a partner for success
- ◆ Time for a personal life
- ◆ Focus on what really matters
- ◆ Eliminate administrative tasks
- ◆ Make better business decisions
- ◆ Have time to dream bigger
- ◆ Have time to smell the roses!