



On Time Service! Professional Quality! Client Confidentiality!

**Give you favorite business contacts ease
of mind and some extra time!**

***A Gift Certificate for virtual assistant services
to ease their work load!***

**A Unique “Thank You” to your busy
business associates!**

**\$15.00 per hour when over 3 hours purchased.
\$18.00 per hour for 3 hours or less.**

***Gift certificate will be sent neatly packaged with a
“Thank You for Your Business” Card (includes your company logo),
a brochure explaining services, a current newsletter, and
a helping hand keychain.***

Services Provided by Virtual Assistant Extraordinaire Include

**Special Event Preparation and Organization
Training Materials / Safety Programs
Marketing Materials / Presentations
Mobile NC Notary Public
Accounting Services
Unique Project Needs
Administrative Tasks
Internet Research**

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