

What We Do Best

You're good at what you do, but no one can (or should) do everything. Let us help you with the rest:

VIRTUAL RECEPTIONIST



Your callers will think we are in your office. That's because we're more than an answering service. We are YOUR vocal representative! And we do it with style and skill.

BOOKKEEPING



Don't get buried under bills! Let our degreed accountants handle your day-to-day bookkeeping for you.

GRAPHIC DESIGN



We have a design department that never runs out of creative ideas. Try us for a simple flier or get a whole new logo and business identity!

ADMINISTRATIVE



Our administrative assistants are office pros. We handle data entry, transcription, online research, correspondence, calendar maintenance – even travel arrangements!



Virtual Administrative Assistants, LLC
1027 S. Vandeventer Ave, 6th FL
Saint Louis, MO 63110
PH 314.244.3558
FX 314.244.3559
Toll Free 877.484.1168
www.Virtual-Assistant-Answers.com



VIRTUAL
ADMINISTRATIVE ASSISTANTS™
@ Your Service So You Can Run Your Business





VIRTUAL ADMINISTRATIVE ASSISTANTS

@ Your Service So You Can Run Your Business

Virtual Administrative Assistants, LLC provides the support your small business needs without the expense and overhead of hiring staff. We professionally answer your phones, pay your bills, design your brochures and advertisements and manage your calendar – all from our location, not yours.

flexible solutions for your business needs

SMALL BUSINESS OWNERS NEED RELIABLE SUPPORT:

- RECEPTIONIST
- BOOKKEEPER
- SECRETARY
- GRAPHIC DESIGNER
- RESEARCHER

USE US A LITTLE...

Your virtual assistant can help you with one job/one time, a repeating task every now and again, or regularly scheduled recurring tasks. You only pay for work performed – not bathroom breaks, lunch breaks, sick days, or checking e-mail and tweeting!

...OR USE US A LOT!

Our team can handle almost all of your small business needs, short of turning the lights off for you at night!

GETTING STARTED IS EASY!

- 1) Call us to discuss your needs. We'll give you a realistic cost estimate and time-line for completion.
- 2) Once you accept the estimate and provide payment, we get to work immediately and have your job completed as promised.
- 3) If you are not happy, we will work with you to make it right.

WHO WE'VE HELPED

"When I lost my full time receptionist, I couldn't afford a new one. VAA allowed me to continue a high level of service to my clients and saved me money."

N.J., Attorney

"My virtual assistant became like a part of my business. Clients knew her by name and thought I had a professional manager running my office. I didn't tell anyone she wasn't there!"

S.S., Massage Therapist

"I am not creative at all, but with VAA, I don't have to be. All I do is call and I have great fliers and ads done for me in a few days."

M.M., Basketball Coach

"Before VAA, I had papers, client contact information, bills and receipts in piles of paper in a corner of my office. Now I have a filing system, a database and someone to keep my books."

W.J., Minister

WE'VE WORKED WITH A DIVERSE CUSTOMER BASE. HOW CAN WE HELP YOU?

Lawyers ♦ Massage Therapists ♦ General Contractors ♦ Ministries ♦ Retail

