



EXPERT VA

Assisting U Virtually

Assess Assist Answer



Looking for a way to lighten your Admin load?

Here is a brief checklist to ASSESS items you can Outsource in your business.

Admin Need	Description	Outsource Y/N
Bookkeeping	Payroll Accounts Receivable / Invoicing Accounts Payable Reconciliations Monthly figures for accountant	
Filing	Paper filing Email & online filing of documents	
Marketing	Email newsletter campaigns Facebook business page LinkedIn page & group Blog for offering tips on landscaping/excavation Flyers Publicity in local & other papers	
Typing	Proposals/Quotes Invoices Tenders Report on work undertaken Transcription	
Other	Website (creation or updates) Email signatures Database management Sorting of business cards	

I hope this helps you work out what ADMIN needs you have and what you need to OUTSOURCE.

We would love to ASSIST you so you can start enjoying a sense of freedom by letting go of the 'behind the scenes' admin while we ASSIST and ANSWER the admin needs in your business.

For a short time only, if you would like to utilise our Expert VA service, we would like to offer you 30 mins free VA time when you invest in our [5 hour package](#) – email us now : hazel@expertva.com.au.

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