



Sound Support Virtual Assistance

Supporting Your Business IS My Business

100 (+) Ways Your Virtual Assistant Can Support You and Your Business:

Making Time for YOU to Become More Profitable

1. Answer and return your calls
2. Bookkeeping
3. Filing / organizing
4. Send thank you notes to your customers
5. Create surveys – on-line and off-line
6. Collect customer satisfaction information
7. Schedule travel, hotel and car rental reservations
8. Create and maintain your contact database
9. Design your database
10. Design / update your website
11. Order your office supplies
12. Order gifts for your customers
13. Order your promotional items
14. Plan your events
15. Identify industry specific events for you to attend / exhibit
16. Make all of your exhibiting arrangements
17. Attend an event in your place
18. Provide basic technical support
19. Install / remove software
20. Help you choose and set up equipment



Sound Support Virtual Assistance

Supporting Your Business IS My Business

21. Type letters and documents
22. Create forms
23. Coordinate / design of stationery
24. Coordinate / design of marketing materials
25. Send mass mailings to your customers / clients
26. Research for best printing price
27. Take digital photos
28. Edit digital photos / scanned photos
29. Create presentations
30. Scan documents and images
31. Document conversion
32. .pdf file formatting
33. Create fill-in forms
34. Internet research
35. Schedule appointments
36. Remind you of appointments and events
37. Statistical typing
38. Technical writing
39. Create training manuals
40. Select and send out holiday cards and gifts for your customers / clients
41. Organize your virtual workspace
42. Retrieve your voicemail
43. Transcribe your meetings
44. Schedule interviews
45. Arrange for catering
46. Keep track of your budget



Sound Support Virtual Assistance

Supporting Your Business IS My Business

47. Back up your files
48. Answer your emails
49. Send out requested information to your customers /clients
50. Send out sample products to your customers / clients
51. Assist you with networking
52. Type/update your business plan
53. Provide backup support for your secretary
54. Work on an as-needed basis
55. Oversee projects
56. Remind you of personal commitments
57. Remind you of upcoming personal events
58. Ship your products
59. Sort your mail
60. Pay your bills
61. Invoice customers / clients
62. Provide estimates to customers / clients
63. Send and receive faxes
64. Attempt to collect monies due on outstanding invoices
65. Make copies
66. Shred personal papers
67. Provide your credit info for accounts
68. Manage inventory
69. Take customer orders
70. Work with your vendors
71. Keep you on top of the latest technology
72. Social media marketing



Sound Support Virtual Assistance

Supporting Your Business IS My Business

73. Send out press releases
74. Set up conference calls
75. Set up teleconferences and web-based meetings
76. Arrange for courier services
77. Print presentation materials
78. Create training materials
79. Support you in taking care of problems as they arise
80. Schedule maintenance service for your car
81. Coordinate other virtual assistants for special projects or support
82. Track vacation for employees
83. Act as your human resources representative
84. Coordinate team building sessions
85. Coordinate corporate family day outings
86. Negotiate corporate discounts
87. Negotiate corporate incentives
88. Negotiate discounts with hotels and car rentals
89. Set up frequent flyer miles when you travel
90. Purchase / lease office equipment and furniture
91. Keep inventory of all your office equipment
92. Proofread documents
93. Look for contracts you can bid on
94. Find you free advertisement opportunities
95. Send out newsletters
96. Update your blogs
97. Organize your computer back-ups for safe-keeping away from your office
98. Confirm appointments



Sound Support Virtual Assistance

Supporting Your Business IS My Business

- 99. Follow-up of all kinds
- 100. Software research
- 101. Competition research
- 102. Off-site filing – yes, it CAN be done!
- 103. If your VA doesn't do it – remember – *not everyone can do everything* – your VA can find out who does it and get it done – that's what we do best!



Sound Support Virtual Assistance

Supporting Your Business IS My Business

This list has been brought to you compliments of:

Sound Support Virtual Assistance

www.SoundSupportVA.com



Karen Brockman

Owner and CEO

Supporting your business IS my business!

360-969-0143

Karen@SoundSupportVA.com

Connect with me on:

[Twitter](#) | [Facebook](#) | [LinkedIn](#)