

For a complete list of services and rates, please visit our web site at www.GBSVirtualOfficeSolutions.com. This shortened list will give you a brief summary of what we offer at GBS.

Writing Services:

Business Correspondence
Copywriting
Ghostwriting
Newsletters and Brochures
Press Releases
Resumes, Bios, and CVs
Web Copywriting and SEO

Graphic Services:

CorelDraw Graphics and Layout
MS Publisher for Desktop Publishing
Photo Scanning
Xara 3-D and Animation

Web Design Services:

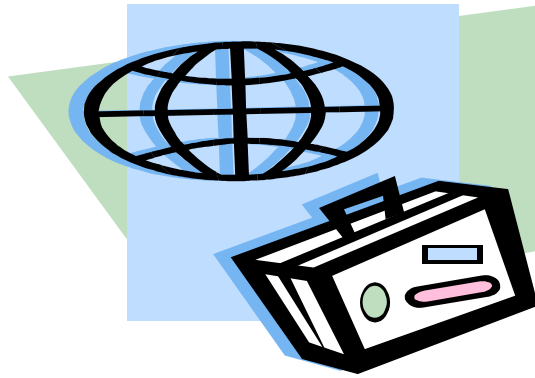
WordPress
Blogger

Administrative Services:

Appointment Scheduling
Database Management
Editing and Proofreading
Online Research
Social Media Marketing
Transcription Services
Typing
Word Processing (Word, Excel, PowerPoint, Access)

Marketing Services:

Branding
Cataloging
Coaching and Mentoring
Email Marketing
Information Retrieval
Logo and Tag Line Development
Public Relations
Time Management Consulting



Say good-bye to the day-to-day chaos of running your own business alone.

We are just one mouse click away.



Remote services. Real-time solutions.

Leisa Bain Good
GBS Virtual Office Solutions
Owner, VA & "The Diva of Done"™
PO Box 957
Front Royal, VA 22630
Phone: (540) 636-8249
Fax: (540) 636-6786
gbsvirtualoffice@gmail.com
www.GBSVirtualOfficeSolutions.com

Printed on 100% recycled paper.

Does your small business no longer seem so small?

Are you drowning in your To-Do List?

Are you exhausted trying to balance the never-ending workload?

Then stop trying to do it all.



Get control of this mess. Start working virtually today.

Let us show you how working *virtually* can save you time, money, and cut your staffing needs by up to **67%**.

Your home office or satellite office can now be managed remotely by a fully acclimated virtual office. Give us one week to get you set up.

We'll do all of the work for you.

www.GBSVirtualOfficeSolutions.com

Welcome to the world of virtual assistance. Welcome to GBS Virtual Office Solutions.

What is a Virtual Assistant?

In plain English, a Virtual Assistant (VA) is a highly skilled entrepreneur who provides administrative support and other specialized services to businesses.

The service is provided *virtually* in the VA's office using the Internet, email, fax, and phone.

Many of these businesses are small to medium-sized and can no longer keep up with the workload.

A virtual assistant is similar to a personal assistant except the virtual assistant works *virtually* with little or no personal contact.

I'm Leisa Bain Good, the owner of GBS Virtual Office Solutions. With **20+ years** of administrative experience, I decided that I could make a difference in the lives of small business owners. Having owned a small arts and crafts business and a rental property business, I learned first-hand the needs and *struggles* of the small business owner.

Since 2006, my passion for working "behind the scenes" using my administrative and project management skills has earned me the title of "The Diva of Done."TM Now armed with a network of over 50 talented yet remote professionals, I can implement and manage an entire team to meet your staffing needs.

Why not use a "temp" agency?

You can. Many of them do offer good temporary staffing services at an affordable price.

However, most small businesses **also need evening and weekend help**. Then there are the small businesses located in rural areas, where there is **no accessibility to these "temp" services**.

There is also the scenario of the **traveling entrepreneur** who needs the assurance of knowing that his or her travel arrangements are professionally handled. The entrepreneur's office will also have to be managed while the entrepreneur is away or out of the country.

For the home office worker, there are sometimes **space and county zoning issues** to confront.

Then there is the constant aggravation of having to start over each time with someone new and teach them your business. With virtual assistance, you actually "partner" with someone who learns *you and your business* then keeps you as a client. No more starting over.

The best part is that a virtual assistant is someone who actually owns his or her own VA practice. That is just what we do at GBS Virtual Office Solutions. Think of it as our business serving your business—no middle man.

Let us prove to you how we can manage and grow your business *virtually*.

The outside of your business will probably continue to look the same. But "behind the scenes" it will begin running more efficiently, because you have partnered with a virtual assistant from GBS Virtual Office Solutions.

However if you are like most clients, you will come to enjoy all of the benefits of having your own virtual assistant. There will be:

- ◆ No payroll
- ◆ No taxes
- ◆ No retirement plans
- ◆ No vacations
- ◆ No health care
- ◆ No dental plans
- ◆ No employee lawsuits
- ◆ No coffee breaks
- ◆ No training
- ◆ No expensive "downtime"
- ◆ No spare office needed
- ◆ No office equipment to provide

Are you beginning to see how hiring a virtual assistant can help you save time, money, and office space? Let us here at GBS Virtual Office Solutions get you started on growing your business—not your paperwork and stress levels.

Our tag line says it all:

Remote services. Real-time solutions.