

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

Writing Services:

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

Graphic Services:

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

Web Design Services:

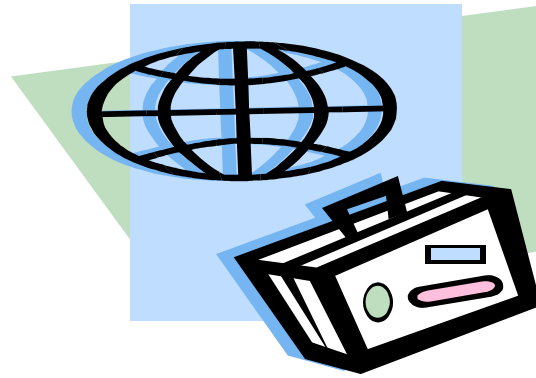
Basic Blogging
FrontPage Web Design

Administrative Services:

Appointment Scheduling
Database Management
Editing
Online Research
Proofreading
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.



Custom cut to your business needs.

GEMSTONE BUSINESS SOLUTIONS

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Does your “small” business no longer seem so small?

Are you getting further behind every day?

Are you exhausted trying to balance the 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 **67%**.

We'll have your home office or satellite office upgraded to a fully acclimated virtual office in less than one week. *We'll do all of the work for you.*

Sign up today. Mention GBS673 and receive 10% off.

www.GemstoneBusinessSolutions.com

Welcome to the world of virtual assistance. Welcome to Gemstone Business 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, and I am the owner of Gemstone Business Solutions. I have **20+ years** of administrative experience. Five (5) of those 20+ years were in my husband's real estate business, 14 were in Corporate America, and now I am in business for myself.

I discovered that my real passion was working behind the scenes using my administrative skills to serve entrepreneurs and small businesses. I have learned first-hand the unique needs of small businesses, **which makes my brand of virtual assistance "unique."**

Why not just use a "temp" agency?

You can. Many of them do offer good staff support 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 **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 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 and keeps you as a client. No more starting over.

A virtual assistant is someone who actually owns his or her own virtual assistant practice like we do at Gemstone Business 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*.

From the outside your business will probably continue to look the same. The difference is that "behind the scenes" it will be running more efficiently, because you have "hired" a virtual assistant from Gemstone Business Solutions.

However if you are like most clients, you will come to enjoy all of 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 Gemstone Business Solutions get you started on growing your business today.

Our tag line says it all:

Custom cut to your business needs.