

### **A HAPPY, HEALTHY AND PROSPEROUS 2010 TO ALL OF MY CLIENTS!**

Following on from a busy and successful 2009, I now look forward to the same again this year in 2010. May I take this opportunity to thank all of my clients, old and new, for your continued support over the past year. It has all been very much appreciated.

The virtual world is certainly proving to be demanding, yet gratifying; competitive, yet thriving; challenging, yet worthwhile; but most of all varied and extremely interesting. A very big thank you!

#### **Why not consider cost-cutting alternatives in 2010, with effective results!**

More and more companies, from all industry sectors and of all sizes, are now benefiting financially by hiring a skilled Virtual Assistant for typing support on an as-and-when-needed basis. Not only does this free up the time of existing in-house secretaries to enable them to assist with more administrative and fee earning work, but it also avoids the need to continually train temporary staff when time is of the essence.

Your Virtual Assistant can literally be thought of as an extension to your office, without encroaching on valuable office space and overheads; a cost-effective alternative to hiring a temp or floating secretary. Your Virtual Assistant will liaise closely with you to ensure an accurate understanding of how you work and how you like things done, and help you achieve your overall objective efficiently and timeously.

#### **Outsource your typing**

Why not outsource your typing backlog, night-typing and weekend work to an established Virtual Assistant? Digital dictation can be sent via any PC or handheld dictation machine, to any location at any time. Documents with handwritten revisions can be scanned and emailed, together with the original Word document, for revision by your Virtual Assistant using Microsoft Office track changes. All work is typed on your own templates, or by templates created for you by your Virtual Assistant.

#### **The benefits to you**

- You pay only for the time spent on the typing project, or per digital minute, on an as-and-when-needed basis and at a fraction of the cost of secretarial staff.
- Your Virtual Assistant can also offer an exclusive retainer package with a discounted hourly rate, which guarantees you a regular number of dedicated hours per month.
- Your Virtual Assistant is a self-employed professional, responsible for their own tax and national insurance contributions, as well as pension, holiday and sickness arrangements.

For more information on the services which I, as your Virtual Assistant, can provide, please visit my website at [www.louisewhiteVA.co.uk](http://www.louisewhiteVA.co.uk). Alternatively you can contact me on 0775 350 1846, or by email at [info@louisewhiteVA.co.uk](mailto:info@louisewhiteVA.co.uk).