

300+ Ways to VA

Administrative Support

- Act as an interpreter and/or arrange for an interpreter
- Act as "Order Fulfillment Center" for mail order business
- Act as Customer Service representative
- Answer out of Time-Zone (24 hour support) phone calls
- Assist a private investigator with research/online work
- Broadcast Ezines and newsletters
- Check email accounts for emails
- Convert files into Adobe PDF files
- Create and Monitor Expense Reports and Travel Riders
- Create PowerPoint slideshows
- Create business plan
- Create/organize a client's "to-do list"
- Design and create CD covers and inserts
- Design Ezines and newsletters
- Email and keep copies of digital "snail mail"
- Follow up on contracts
- Forward mail anywhere in the world
- Gather/generate a client prospect list
- Handle payments from clients
- Handle bulk mail requirements
- Have name removed from junk mailing lists
- Maintain calendar
- Manage P.O. Boxes
- Manage broadcast list
- Manage calendar
- Notarize and/or arrange for documents to be notarized
- Open and reply to snail mail
- Order Office Supplies
- Organize survey data
- Organize, prepare and manage R & D Team
- Place ad with newspapers/online listing agencies
- Prepare and create customer satisfaction surveys
- Prepare client forms
- Provide Dictation Services
- Provide Transcription services
- Receive snail mail in behalf
- Reply to emails in behalf
- Scan snail mail and convert them into a PDF format
- Schedule client appointments
- Screen E-mail
- Screen Voicemail
- Send Broadcast Faxes
- Setup teleclasses
- Track courier shipments (FedEx, UPS, DHL, Airborne, TNT, et al.)
- Translate documents in various languages

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Auction Assistance and Sales Management

- Add Auction sales directly to website so that all of clients can see goods online and at auction
- Create sales letters
- Find wholesalers and distributors for online auction business
- List merchandise for online auctions
- Manage a database of online sales
- Organize products for sales and online auctions
- Provide shipping and Handling services for online auctions and sales.
- Send automatic emails on behalf at completion of auctions.
- Set up an Online Auction Store for business
- Shop on behalf for specialty goods and services.
- Track sales of online auctions

Business Start Ups

- Act as registered agent
- Apply for a Federal Tax ID (EIN) Number
- File for a business license
- File business registrations

Coaching and Training

- Book Training facility
- Create audio or online classes of training materials
- Create manuals for training classes
- Create PowerPoint or other presentation materials
- Manage subscription lists
- Send email reminders about upcoming events to client base

Computer-Specific Support

- Backup data
- Computer Consulting
- Computer Security Advisor
- Computer Troubleshooting
- Create PDFs
- Data Storage
- Database Creation
- Database Management
- Document Scanning
- Programming/Software
- Recommend and purchase software

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Concierge Services & Travel Arrangements

- Act as mystery shopper
- Arrange for physical care planning (Personal Trainer)
- Arrange for taxi or limousine pick-ups
- Arrange to-and-from airport transfers
- Coordinate special occasion gift purchase
- Coordinate special occasion gift wrapping
- Coordinate with a travel agency for airline tickets to be issued
- Create Personal or Business Travel Itinerary
- Have name removed from junk mailing lists
- Mail or deliver gifts on behalf on special occasions
- Modify or cancel previous reservations
- Order/Schedule flower delivery anywhere in the world
- Order items from a mail order company/online
- Order/Schedule food delivery
- Plan a vacation – personal or business
- Provide reminder service for birthdays and holidays
- Request and manage take-out menus from restaurants in local area
- Reserve a car for you
- Reserve airline seats for you
- Reserve cruise cabin space
- Reserve hotel room
- Screen Home Service Providers (Maids/ Nannies)
- Set up personal care appointments with a spa, salon, barber or a gym
- Set up personal care appointments with dentist, doctor, nurse and/or caregiver
- Shop on behalf
- Travel with you as personal assistant

Events Planning

- Assist in customs paperwork (shipping to foreign countries)
- Book locations for event
- Coordinate out of town meetings and conferences
- Coordinate staffing needs for event ie, catering, audio visual team and entertainment
- Create conference signage (banners and signs)
- Create online and paper invitations for event
- Design and prepare name badges/name labels
- Facilitate Meeting
- Invite speakers
- Order/Schedule food delivery
- Prepare and order promotional materials
- Process & manage registrations
- Provide attendee assistance
- Provide you with Activity lists for event or Team Building outing
- Search and prepare maps
- Track events courier shipments (FedEx, UPS, DHL, Airborne, TNT, et al.)

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Finance & Accounting

- Act as bookkeeper
- Balance checkbook
- Check credit reports
- Endorse and deposit checks
- Manage Tax Filings
- Open a bank account in behalf
- Pay bills
- Process credit card transactions
- Process accounts payable
- Process accounts receivable
- Process PayPal transactions
- Provide tax preparation and tax filing
- Pursue collections on behalf
- Research chargebacks and fraudulent orders
- Set up merchant account

Graphic Design/Desktop Publishing

- Create Business Cards
- Create Graphics
- Create Letterhead
- Create Logos
- Create Notecards
- Create Postcards
- Design Book Covers
- Merge graphics
- Restore/Touch up Photos

Human Resources

- Arrange for client/candidate interviews
- Administer applicants skills testing
- Create a questionnaire for job applicants
- Create ad to hire new in-house staff
- Create and send form letter responses to candidates
- Interview candidates
- Perform background checks
- Perform employment verification
- Perform referral/Reference verification
- Place ad with newspapers/online listing agencies
- Reference checks
- Screen applicants
- Train employees/staff
- Verify applicants skills

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Legal Support Services

- Complete necessary paperwork to file small claims suit
- Obtain Courier service for transporting of legal filings
- Place legal notices ads with newspapers/online listing agencies
- Provide Notary Services
- Research necessary paperwork to file small claims suit
- Submit small claims paperwork for approval to client lawyer
- Track paperwork with court

Sales Person Support Services

- Arrange for container shipping of product from international vendor
- Arrange for printing services
- Arrange for stateside storage of product from international vendor
- Assist in customs paperwork (shipping to foreign countries)
- Complete letter of credit paperwork and submit to bank
- Copywrite product information in online order database
- Create client business cards
- Create client letterhead
- Create detailed inventory reports of online products
- Create detailed sales/A/R reports of online orders
- Create press release announcing launch of client website
- Create product database
- Distribute client press release
- Drop-Ship online orders
- Maintain relationships for client with customers and vendors
- Manage product database
- Manage subscribers of e-newsletter
- Manage vendor relations with providers of products
- Mmaintain database of client's customers and vendors
- Online marketing, managing affiliate marketing programs
- Perform live customer service on client website
- Perform live phone answering for client website
- Provide Customer service for online orders
- Provide Invoicing for online orders
- Research companies that provide letters of credit
- Submit completed LOC paperwork to international vendor
- Track courier shipments (FedEx, UPS, DHL, Airborne, TNT, et al.)
- Work with inside sales staff on procuring new customers
- Write content for e-newsletter

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Marketing Support

- Business Branding
- Compile mailing lists of customers
- Create Newsletter
- Create Presentations
- Create Proposals
- Locate competitors
- Provide and Obtain Newsletter Advertising
- Provide Market research of competition
- Provide Market research of Target audience
- Provide Marketing Trends research
- Provide Newsletter Research
- Product Launch Support

Public Relations

- Create Press Releases and Information kits
- Develop and maintain media contacts
- Disseminate bad publicity through Press Releases
- Monitor online publicity for or business
- Promote business with Press Releases
- Provide Clipping service
- Submit releases to online and Brick and mortar Wire Services

Real Estate Support

- Appointment Scheduling
- Appointment Scheduling
- Area Demographic Research
- Area/Tour Maps
- Create and Distribute Brochures
- Create and Distribute Bulk Mailings
- Perform Cold Calling to generate sales leads
- Create and Distribute flyers
- Create and Generate Reports
- Send Birthday/Anniversary Acknowledgements (cards)
- Send Welcome/Closing Gifts

Social Media

- Set up profiles on social media sites such as LinkedIn, Facebook and Twitter
- Maintain social media accounts
- Set up blogs
- Maintain blogs
- Research and ghostwrite blog posts

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TeleCommunications

- Act as personal answering service
- Check voicemails for messages
- Maintain fax broadcast lists
- Order calling cards
- Order wireless phones and services
- Provide Voice-over service for outgoing messages
- Receive faxes in behalf
- Record "Hold Messages"
- Schedule conference calls
- Screen phone calls
- Send Broadcast faxes
- Set up conference bridge numbers
- Set up toll-free numbers
- Set you up with voicemail
- Set-up voicemail
- Switch long-distance carriers

Website Design and Support Services

- Check links at website
- Create E-Zines
- Create a website FAQ section
- Create and maintain a reciprocal link program
- Create banner ads as online advertising creative
- Create e-biz cards
- Create Flash movies
- Create Site Maps and Wire frames
- Create Virtual Business Cards
- Create website logo
- Create/set up pay-per-click ads
- Design web site
- Generate keywords and meta tags for website
- Host website
- Prepare HTML Email stationary
- Prepare website stats/traffic reports
- Proofread website content
- Provide e-commerce solutions
- Provide Information design and organization using content
- Register domain name
- Set up and create email accounts
- Set up in-house Hosting for web site
- Set up online shopping cart
- Submit website to the search engines
- Track pay-per-click programs to ensure value
- Update and maintain existing website

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Writing Services

- Act as Ghostwriter
- Apply for Copyright on behalf
- Arrange Book Tour
- Create a E-book website
- Edit and Proofread Various Writings
- Follow-up on Manuscript Submissions (Telephone and/or Mail)
- Format Medical Publications and Manuscript Submissions
- Format Student Papers
- Format e-book
- Locate Publishers
- Mail Galley Copies
- Mail Manuscript Submissions
- Manage sales of e-book
- Organize content of e-book
- Organize Writing Content
- Proofread e-book
- Publish e-book
- Sell e-book
- Track Manuscript Submissions