

Module 2: Setting Up Your Virtual Assistant Business

Tools (Resources)

Bookkeeping: Quickbooks Canada (www.quickbooks.ca) / Quickbooks U.S. (www.quickbooks.com)

Invoicing Online: Freshbooks (www.freshbooks.com)

Time Keeping Software: MyHours.com (www.myhours.com) | TimeStamp (www.syntap.com/products_timestamp.htm)

Project Management Systems: Teamwork (www.teamwork.net) | Central Desktop (www.centraldesktop.com) | Asana (www.asana.com)

Online Fax System: MyFax.com (www.myfax.com)

Password Keeper: Roboform (www.roboform.com) | Dashlane (www.dashlane.com)

