



Virtual OFFICE Resources

Your business...virtually simplified

Ask yourself the following questions:

- What tasks do I do that can be delegated?
- Are there task or processes that can be systemized?
- Which tasks do I dread and wish I could hand over to someone else?
- What tasks might be better done by an administrative professional?

JK Virtual Office Resources provides administrative support and assistance in a cost-efficient and effective manner.

Retaining us on a monthly basis means we become of greater value to you as we get to know you and your business operations.

Available Services:

- Word Processing, Memos, Reports
- Print Media & Marketing Materials
- Spreadsheets, Charts & Graphs
- Presentations
- Client Contact Lists, Data Management
- Sharing Documents/Projects Online
- Survey Research & Design
- Digital Photo Editing/Slideshows
- Calendar & Email Management
- Web Based Research

See Our Website for More Services!

The Benefits Of Hiring A Virtual Assistant



- Delegating non-revenue generating tasks to your Virtual Assistant gives you more billable hours in your week.
- More billable hours creates the opportunity to increase your profits.
- You pay us only for the tasks or amount of work you need done when you need it done.
- You gain the peace of mind that comes with knowing your work is getting done on time and one budget.
- We are a partner in your success. We have as much interest in seeing your business succeed as you do.
- You become more productive and focused on the work you truly love to do as we take care of your administrative and office tasks.

CONTACT ME

For a free initial consultation.

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Find relief from those tasks that take you away
from your true business passions.
Expand your vision and goals!