



**VIRTUAL ASSISTANT, INC.**

*"You can put your trust in A+ Virtual Assistant"*

Our mission is to provide quality work and to allow you to overcome your administrative burdens, either short-term or long-term. There are no benefit packages or office space, supplies, income taxes or other standard costs of hiring traditional employees.

*You can put your trust in A+ Virtual Assistant, Inc.*

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

How did you find us? \_\_\_\_\_

**How can we help you? (check all that apply)**

- Administrative Support
- Bookkeeping
- Social Media
- Research
- Other, please specify below

**Timeline**

Choose One:

**Monthly Budget**

Choose One:

*Thanks for your interest! We'll be in touch within 48 hours.*

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**How can I help you?**