

## Top Ten Reasons to Hire a Virtual Assistant

1. You no longer need to spend valuable time on tasks you do not have time for.
2. You do not need to provide a physical space.
3. You do not need to provide costly equipment for your VA to use.
4. You do not need to deal with payroll, taxes or benefits.
5. You can have the time to focus on the more important issues of your business.
6. You have the freedom to work on growing and improving your business skills, knowledge, and relationships.
7. You have a partner to share or “bounce” ideas.
8. You have the flexibility to assume new, challenging opportunities.
9. You have a peace of mind knowing that the details are being handled.
10. You are finally able to run your business instead of it running you.



## Rates

We offer competitive rate packages. For those who need short-term or occasional support we offer rates ranging from \$22-\$27 per hour depending on the complexity and magnitude of the work assignment.

Monthly retainer agreements are available for clients who require services on a regular basis and are offered at \$17 per hour for a minimum of 10 hours per month.

Discount rates are available for non-profit organizations.

Volume discounts are available for mass production of flyers.

We accept all major credit cards. Payment can be made via PayPal or upon receipt of invoice.

***New Clients Get the First Two Hours Free!***

**R.M.O. Virtual Assistance  
Services  
Your B2B Partner**

**R.M.O. Virtual Assistance Services**

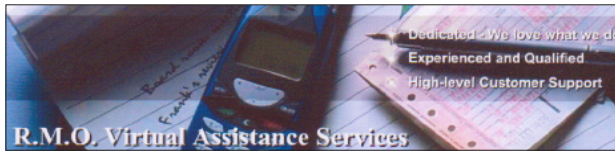
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**R**unning a small business can be a challenge and often paperwork becomes a chore. You are trying to grow a business - who has time for paperwork? We specialize in providing administrative and executive support, presentations, and desktop publishing services. We support and respond to our clients from our home based office that is equipped with the latest technology. For more information, visit us at [www.rmovas.com](http://www.rmovas.com)



## About Us

**I** started R.M.O. Virtual Assistance Services in February 2007, after many years in the public sector providing administrative support to high level department heads. When reorganizing and downsizing affected my last position, I decided to retire. Working for the federal government provided me with training and experience in the latest applications of Microsoft Office. Word, Excel, and PowerPoint are my specialties. I am strategically driven and take great pride in my work and, therefore, in yours.



## Company Profile

### VISION STATEMENT

R.M.O. Virtual Assistance Services will continuously set the standard of excellence in the virtual assistance industry through its use of 21st century technology, processes and e-commerce for the purpose of providing quality back office administrative support services in an efficient, reliable, and ethical manner to guarantee consistent growth resulting from customer satisfaction, customer referrals and repeat business.



### MISSION STATEMENT

R.M.O. Virtual Assistance Services provides clients with value added administrative support services to guarantee profitable partnerships.

*Your B2B Partner*

## Services Offered

At R.M.O. Virtual Assistance Services we provide customized solutions for all of your administrative needs.

### CONTACT MANAGEMENT

- Manage client base
- Schedule meetings
- Schedule appointments

### DESKTOP PUBLISHING

- Flyers
- Brochures

### DOCUMENT PREPARATION

- Excel
- Word
- Letters
- Reports
- PowerPoint
- Training Manuals

### Customer Service Statement

We are committed to ensuring 100% customer satisfaction. If, for any reason, you are not satisfied with the work product a full refund will be made.

**Providing Your Business with  
Reliable Back Office Support**