

## Benefits

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Some of the top benefits of outsourcing or delegating your administrative, technical, Internet marketing or project tasks to a virtual assistant are:

- ✓ **Affordable Solutions;** Only pay for what you need.
- ✓ **Save Your Time;** Have a dependable source to delegate random tasks to.
- ✓ **Save Your Money;** No overhead costs. No employee related costs.
- ✓ **Make More Money;** Focus on making your biz more money.
- ✓ **Flexible Options;** 5 - 25 Hour VA Bundles or customized plans to suit your evolving business needs.
- ✓ **Training & Support;** We work with you every step of the way. We will train you how to use the latest technologies.



***"If you fall too far behind with technology today, the gap tomorrow will be even that much larger..."***

## Contact us Today!

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**"Automate"**  
**"Evolve"**  
**"Move Your Business Forward"**

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*"Today, bringing in a professional assistant trained and ready to do the job is simple. By going virtual you will open the door to a wealth of knowledgeable experts in some of the most micro niche industries around."*

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### Ultimate Biz Assistant

*Committed to Assist You  
Virtually Anywhere!*

613.424.0019  
ultimatebizassistant@gmail.com  
ultimatebizassistant.com

Ultimate **Biz** Assistant  
*Committed To Assist You Virtually Anywhere.*

## Virtual Assistant Business Services

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***Affordable Solutions***

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***Flexible Options***

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***User Friendly***

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- ✓ **WordPress Blog Design**
- ✓ **Internet Marketing**
- ✓ **Executive Assistance**
- ✓ **Creative Services**
- ✓ **Customer Service**
- ✓ **Training & Support**

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## About us...

Ultimate Biz Assistant is a small business with a passion for providing virtual assistance. Entrepreneurs, Solopreneurs, and small businesses in places such as Ottawa, Ontario, all over Canada & the United States delight in our unique approach. We are committed to provide our customers the ultimate virtual assistant experience.

Our service is delivered using the latest technologies and by simply understanding what needs to be done and doing it for you.

Our passion for helping others allows us to do what we love and love what we do!



**“Our commitment includes research, training, testing and implementation of the top tools and resources to evolve and move your business forward.”**

## What Do We Do?

**Our Service List:** CHECK OFF all that apply to your business:

### Internet Marketing

- WordPress Blog Design
- Marketing Campaigns
- Article Marketing
- Newsletters
- Autoresponders
- FeedReader Setup
- RSS Feed Setup
- Podcasting
- Web Content Sales Writing
- Search Engine Submissions
- Competitive Analysis
- Email Marketing
- Social Biz Networking

### Creative Services

- Presentations
- Business Cards & Stationeries
- Brochures, Flyers, Invitations
- e-Books & e-Zines
- Reports, Proposals, Quotes
- Forms & Excel Spreadsheets
- Menus, Signs, Invitations
- Spreadsheet & Graph creation

### Executive Virtual Assistance

- Calendar / Email Management
- Answering Services
- Proofreading Formatting
- Professional Development Plan
- Project Management
- General Correspondence

### Customer Services

- Call scripting
- Escalation Mgmt
- Satisfaction planning
- Surveys
- Customer lists & Mailing Labels
- Mail Merges & Mass Mailings

## How Do We Do It?

A VA's sole existence relies on technology, which makes them one, if not the most technical savvy, innovative, flexible and highly skilled business service professional around today. Some of the top technology we use includes:

- ✓ Online Collaboration Tools
- ✓ Project Management Software
- ✓ Customer Relationship Mgmt Tools
- ✓ Conference Calling
- ✓ Electronic Data Transfer
- ✓ Time Tracking Software
- ✓ Calendar Sharing
- ✓ Instant Messaging
- ✓ Postal & Courier Services
- ✓ Social Networking Resources
- ✓ Google Services
- ✓ PayPal

