

What is a "Virtual Assistant"?

Simply put, Virtual Assistants provide office and administrative services from a "virtual", or off-site location. I am an independent contractor, so I work only when you need me! I help manage the day-to-day business operations as well as special projects.

A Little About Me

I have been in the administrative field for over 30 years and have worked with major corporations as well as small family-owned businesses.

I pay close attention to detail and listen to what my customer's needs are. I am dependable, professional and easy to get along with. I love to learn new things and can take on challenges . . . anything to get the job done. I am very hard-working and would like to have the opportunity to work with you. I hope that **Absolute VA** will be the first place you look for all of your "virtual" administrative needs.



Thank You!

Candis Hahn
Absolute Virtual Assistant

Absolute Virtual Assistant

P O Box 99532
Louisville, KY 40269

Phone: 502-551-2472
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Absolute VIRTUAL ASSISTANT

**Administrative
Services for your
Business!**



www.AbsoluteVA.com

***"ASSISTANCE FROM
A DISTANCE"***

P O Box 99532
Louisville KY 40269
502-551-2472
cdhahn@AbsoluteVA.com

Savings & Benefits



THE SAVINGS:

- No benefits such as over-time, vacations, holidays, insurance, 401k, worker's comp, or sick days.
- No FICA, Social Security, Unemployment, or Payroll taxes.
- No extra office space equipment or office space.
- No worries if equipment breaks down.
- No expense or down-time training a new employee.
- You pay only for time worked. This means that you pay only for the time that is spent on doing **YOUR** work!

THE BENEFITS:

- No OSHA requirements.
- No legal hassles which might include employee policies.
- No time wasted on breaks or personal conflicts.
- If you relocate, you can still use the same VA.
- You're allowed the freedom to concentrate on your business and family.
- Your information will be held in the strictest of confidence.

Some of the Services provided by Absolute Virtual Assistant

Word Processing:

- Correspondence / Memos / Faxes
- Reports / Manuals / Company Manuals
- Proposals / Quotes
- Resumes / Term Papers / Speeches

Mailing Services:

- Maintain Customer Database
- Mailing Labels / Mailings

Data Entry:

- Create & Maintain Databases
- Prepare Spreadsheets / Charts

Website Design & Maintenance (in conjunction with OldhamCounty.com)

Desktop Publishing:

- Newsletters / Postcards / Flyers / Brochures
- Business Cards / Letterhead
- Awards / Certificates / Coupons / Gift Certificates
- Thank You Cards

Presentations:

- PowerPoint slide shows / hand-outs

Travel:

- Personal or Business
- Arrange & Confirm Reservations
- Research Package Deals

Appointments & Reminders:

- Date Reminders (birthday, Anniversary, etc.)
- Appointment Scheduling & Reminders

& much, much more!!



Do you feel like you're drowning yourself in paperwork?

Do you need extra help but it's not in the budget to hire a full-time or part-time employee?

Would you like to make your business more visible...do you need brochures,



business cards, newsletters or flyers designed but don't want to pay the \$\$\$ for a graphics design house?



Do you want to get your customers organized, but don't have the time or computer know-how to get this done?



Do you need a website that won't cost you an arm & a leg?

If you answered YES to any of these questions, then you need to contact Absolute Virtual Assistant TODAY!!

www.AbsoluteVA.com