

WHAT IS A VIRTUAL ASSISTANT?

A Virtual Assistant is an independent business person with the experience, knowledge, and dedication to assist your business through online technology.

Utilizing the services of Premiere Business Solutions gives you access to a talented virtual assistant who has attained:

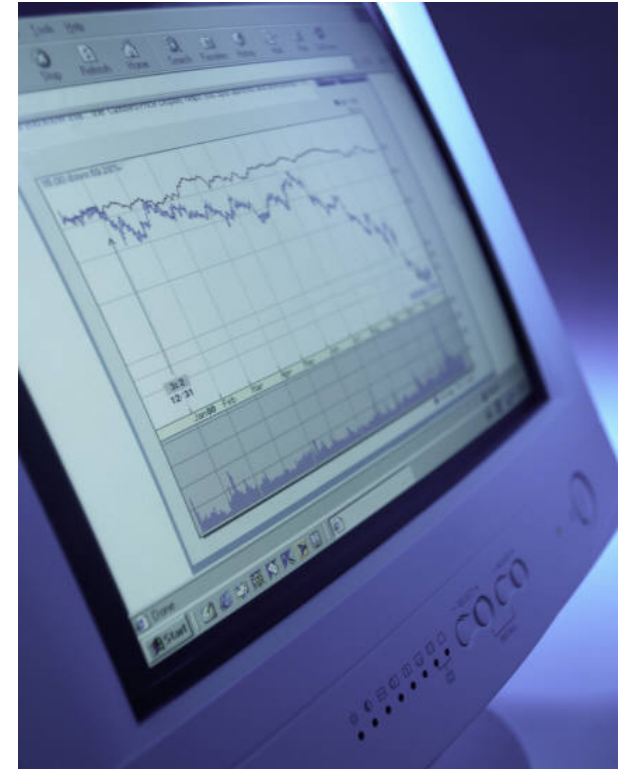
- An MBA from the University of Illinois at Springfield,
- National certification as a Professional in Human Resources, and
- Ethics and Real Estate Support certifications from the International Virtual Assistant Association (www.ivaa.org).

Ms. Albertini has served in a variety of roles in both the private and public sectors. She has outstanding computer skills, people skills, and ethics.

Premiere Business Solutions is ready to provide you with the assistance you need to make your business successful. Contact us today to see how we can help you reach your goals and objectives. We can help you to be more effective by taking on tasks that never seem to leave the 'to do' list.



Premiere Business Solutions



Let us help you get the job done!

Premiere Business Solutions is designed to help businesses large and small with their day-to-day operations.

Through modern technology we have the ability to work with you online, help you reach your goals, and accomplish tasks that allow your business to grow. Contact us today to find out more about how a virtual assistant can help you!

www.PremiereBusinessSolutions.com

Premiere Business Solutions

Phone: 309-303-5098

Fax: 309-925-3193

E-mail: ralbertini@premierebusinesssolutions.com

Time is Money...

As a business person, how many times have you heard this statement? How many times have you wished that you had more time, even just a few extra hours a week?

You can hire additional help, but how many hours a week can you keep someone busy? What if you only need a single project completed? What if your business is seasonal or sporadic?

Why not let someone else take care of some of the day-to-day details for you without incurring the additional costs of hourly wages, taxes, insurance, work-space, computers, and software which can add up to thousands of dollars. Let our **Virtual Assistant** do the work for you.

We provide services on an as needed basis or as a long term agreement. Our services and prices are listed here, but please visit our website for additional information.



AVAILABLE BUSINESS SERVICES

- Excel Spreadsheets
- Data Entry
- Maintain Contact Information
- Create Mailing Lists and/or Labels
- Create PowerPoint Presentations
- Send Routine Correspondence
 - Survey cards
 - Follow-up letters/cards
 - Introductory mailings
 - Mass e-mail
 - Greeting cards
- Résumé Services
- Editing or Proofreading
- Word Processing
- Research
- Create Flyers/Brochures
- Create Business Forms
- Invoicing/Billing
- Document Shredding
- Converting Paper Documents to Electronic Files
- PDF Conversions
- Human Resources including:
 - Job ads/Interviews/Applicant Screening
 - Policies/Procedures/Forms
- Realtor Assistance

PRICING

Our pricing is calculated by:

- **Retainer** - This is the most popular option and by far the most cost effective. You choose the number of hours that best fits your needs and any number of hours over the agreed amount are billed at an additional discount. This option puts our services at your finger tips any time you may need them.
- **Hours worked** - Projects such as word processing, spreadsheets or document creation are calculated by the hour.
- **Items produced** - Projects such as maintaining contacts, mailings or creating labels are calculated by the number of items. Prices vary by item, but discounts are provided for larger volumes.

Contact us today for your free estimate!

We accept MasterCard, Visa or PayPal payments via online payment processing.



Premiere Business Solutions

Rebecca and Jeff Albertini, Owners

Phone: 309-303-5098

Fax: 309-925-3193

E-mail: ralbertini@premierebusinesssolutions.com