

HAVE A TASK?

CONSIDER IT DONE.

www.VirtualBusiness911.com



Why spend your valuable time and money searching for the right person for the job when you can get experts in any field all in one spot? Skip the trial and error process and contact VB 911; we are the perfect resource for business owners who need to find experts A.S.A.P.

At Virtual Business 911, you delegate the work and we do it! We have compiled an amazing team of professional Virtual Assistants (VAs) in all areas of administrative and online expertise.

No job is too big or too small.



Want to know exactly how we can help your business?

Email admin@VirtualBusiness911.com and ask about our no-obligation Lunch & Learn seminars - in your office at your convenience. We'll even include a FREE social media presentation!

LIST OF SERVICES

- Word processing
- Transcription
- Statistics
- Excel
- PowerPoint
- Access
- Outlook
- Project
- Publisher
- Web design
- Set up appointments
- Set up auto responders
- Write web content
- Write articles
- Design marketing pieces
- Write blog posts
- Maintain websites
- Manage affiliate programs
- Affiliate market research
- Affiliate recruitment
- Create YouTube videos
- Keyword research
- Legal document production
- Travel booking
- Bookkeeping
- English/French/Spanish translation
- Create YouTube/Camtasia videos
- Post content to websites
- Administer and record webinars
- Manage content management systems
- Maintain contact, opt-in/out lists
- Front page/web page software
- Create & design monthly newsletter
- Organize your email
- And more...



**MEET BARB & LYNN,
FOUNDERS OF VIRTUAL BUSINESS 911**

Check out www.VirtualBusiness911.com to read more about Barb and Lynn and their extensive list of credentials.

**"Our Virtual Assistants get the job done
while you take care of business."**



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