



# 60 Ways a Virtual Assistant (and Team) Can Support You and Your Business!

**Interim Business Solutions**  
**Virtual Assistance | Social Media Support**

ABN 20 735 561 536

*Your virtual administration and social media support partner*



## Administration

1. Assist you to work through your daily 'To Do' list.
2. Copy typing and data entry.
3. Prepare correspondence and mail it to a specific mailing list.
4. Send out a follow up letter to names on business cards collected at a recent networking event.
5. Re-create and update your price list and make sure it reaches the necessary audience.
6. Create necessary and consistent business forms and templates.
7. Clarify your CRM database details are still current and up-to-date.
8. Put together a 'Welcome' package for new clients or employees.
9. Create your stationery requirements such as letterheads, business cards, with compliment slips, flyers and brochures.
10. Be your sounding board for new ideas, events, products or services.
11. Prepare an online 'Client Satisfaction Questionnaire' and review the returned results.
12. Be the contact person for any functions which require an R.S.V.P.
13. Assist in locating and registering for seminars, trade shows, conferences and workshops for you or your staff to attend.
14. Undertake online research for your business or personal requirements.
15. Create PowerPoint presentations and upload them to SlideShare.
16. Enter collected business cards into your online CRM.
17. Assist with your travel plans and arrangements.
18. Send us your receipts and we can sort and add them to an expense spreadsheet for your bookkeeper.
19. Set up webinars and attend to the related backend administration.
20. Assist with streamlining your office systems to keep you on track, organised and efficient.
21. Proofread, edit and format training manuals, workbooks and reports.

22. Assemble a media kit to attract advertisers to your blog.
23. Offer time saving tips to manage your daily tasks.
24. Create labels for a general mail-out or for special invitations.
25. Create an Excel spreadsheet for a mail-merge mail-out.
26. Summarise data collected and results in a report of a conducted survey.
27. Create specialised correspondence such as a letter of introduction.
28. Follow up outstanding debtors and send monthly statements.
29. Outbound calls to clients, leads and mystery shopping.
30. Book your yearly personal appointments. e.g. hairdressers, dental.
31. Scan supplied documents and receipts and upload them to Dropbox or Evernote.
32. Introduce you to time-saving business tools and Apps which can sync with your smart phone and/or tablet.



## Social Media

33. Assist with your social media setup and management of all your accounts.
34. Create branded Facebook, Twitter, LinkedIn and G+ cover images.
35. Install relevant applications on Facebook to further promote your skills or business.
36. Create tweets/posts from your "nuggets" within articles and blog posts.
37. Add your Events to your Facebook page and promote.
38. Provide social media coaching either onsite if local or via Skype.
39. Review all your social media accounts to ensure they are 100% optimised.
40. Research your target market and connect with them via your social media accounts.



## Copywriting

- 41. Write or polish your articles, blog posts, newsletters and Bios.
- 42. One-off copywriting jobs or packages available.



## Newsletters

- 43. Set up a MailChimp e-Newsletter template.
- 44. Import your list of contacts into MailChimp.
- 45. Provide ongoing support for your weekly/monthly/quarterly e-Newsletters.



## Transcription

- 46. Transcribe a variety of digital file types.
- 47. Transcribe one-on-one interviews, meetings, small focus groups and even brain dumps which can be used for the basis of a blog post.



## Marketing

48. Assist with your online e-marketing, campaign management & keeping lists up to date.
49. Submit your business website to 10 free business directories. (Australia only).
50. Submit articles written by you to free article sites to increase exposure for you and your business.
51. Graphic design of advertisements, 'As Seen In' graphics, etc.
52. Help develop your written products by researching publishers, editors, copywriters and designers.
53. Proofread and edit your work before it gets released.
54. Create an eye catching cover and format your e-book to give it some pizzazz.
55. Assist with general management of your website or blog.
56. Research topics for your blog, articles or newsletters.
57. Upload your blog posts and insert relevant 'Tweet This' quotes.
58. Research your target market via the internet or social media platforms.
59. Assist with the promotion of your business, workshops, events both online and offline.
60. Develop an advertisement proof from supplied copy and images.

**Call now for a free phone consultation to learn how  
Interim Business Solutions  
can support you.**

**1300 377 427**



*And Finally...*

Don't forget to connect with us! We can be found at:



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*10 Ways to Ensure Your Business is Found*

Visit our website and sign up to our monthly Newsletter and you'll receive your FREE copy of '10 Ways to Ensure Your Business is Found!'

## Client Success Stories

*I am proud to have received great feedback from many of my clients over the years ...*

“Kirsty is the best ‘right arm’ you could ask for. She is bright, charming and most of all is brilliant at executing everything you give her with ease. What I love most about working with her is not only her attention to detail, but also her service ethic and initiative. She keeps me on my toes and is the very support I need as a solo-preneur.

If you have any doubts or reservations about hiring a VA – Kirsty will put your mind at rest in her very first week with you! Her value far outweighs your perceived worry about paying someone else to do what you could do. You are my shining star Kirsty.”

**Shelley Rostlund, Social Intelligence**

“I first hired Kirsty in May 2011 and since then, she has become an integral part of my business. No task is too big or small and I can rely on Kirsty get it right, the first time. What’s more, Kirsty goes the extra mile to make suggestions on how we can improve how we work together, which I find invaluable. I could go on all day! If you’re wondering if you can afford a VA, you should be wondering if you can afford not to. Let Kirsty do her thing and you will definitely save in the long run.”

**Belinda Weaver, Copywrite Matters**

“I highly recommend Kirsty and her team of virtual assistants. Kirsty is a delight to work with and is reliable, proactive, efficient and always on the ball. We never need to give long briefs or go through several attempts to have a task complete, because Kirsty understands what is needed the first time, and even contributes excellent ideas. This was not at all what I expected of a virtual assistant. I have been pleasantly surprised!”

**Phoebe Netto, Good Business Consulting**

“One of my business associates referred me to Interim Business Solutions back in 2013, and I have been eternally grateful! I am kept fully informed about the work that Interim Business Solutions is doing for us from logging its receipt, to progress reports to delivery. Interim Business Solutions proactively identifies potential issues and suggests workable solutions. But above all, they just get it done efficiently and effectively. We have used Interim Business Solutions for a range of jobs from entering expenses to creating templates, writing reports, creating PowerPoint presentations, and entering data into spreadsheets. We haven’t found a job they couldn’t do yet, but we’re still trying!”

**Andrew Birch, Vantage Performance**