

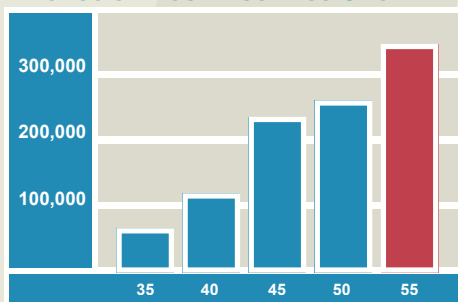
I TREAT YOUR BUSINESS  
LIKE MY OWN.

FREE YOUR TIME  
TO GROW YOUR  
BUSINESS!

PARTNER WITH  
VIRTUAL  
EXECUTIVE SERVICES!

- Let someone else take care of the mundane, yet necessary daily functions of your business.
- Cultivate a rewarding, **long-term relationship** with a Virtual Assistant dedicated to learning your business.
- Discover a dynamic and powerful partnership!

FOCUS ON YOUR BUSINESS GROWTH



ONLINE AND OFFSITE  
ADMINISTRATIVE  
ASSISTANCE



LASHAY CANADY, CEO  
PARTNER WITH  
VIRTUAL EXECUTIVE SERVICES (VES)!

NO BUSINESS IS TOO SMALL!  
YOU WILL BEGIN TO  
MANAGE YOUR WORLD,  
NOT THE OTHER WAY AROUND.

*"I cannot even describe what a relief it is to have you as a partner along side of me in getting this business running like a business." - M. Burns, Coach*



VIRTUAL EXECUTIVE SERVICES, LLC

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VIRTUAL EXECUTIVE SERVICES, LLC

Your Leading  
Outsource Solution.



# WHY PARTNER WITH A VIRTUAL ASSISTANT?

- Make a Solid Investment in Your Business
- Only Pay for “Time on Task”
- Forge a Business Partnership
- Focus on Business Growth
- Decrease Your Administrative Costs

LaShay is an intuitive task master. Her “can do it” attitude and love and support for me have been an indispensable quality that she has.

- T. Boursiquot, Founder of TVS Marketing



## DAILY TASKS OF A SMALL BUSINESS

- Respond to email messages\*
- Work on creating newsletter\*
- Return numerous phone calls\*
- Talk with accountant\*
- Rewrite part of website\*
- Create brochure for events\*
- Update mailing lists\*
- Make travel arrangements\*
- Send out Welcome Packets to new clients\*
- Write an article or press release and submit it\*

\*VA can handle!!!

- PARTNER WITH a Virtual Partner!



# THE BENEFITS OF PARTNERING WITH VES

## THERE IS A HIGH COST OF HIRING AN EMPLOYEE

The real cost of an employee is two to three times their salary. When hiring an onsite employee, as a business owner, you are responsible for Social Security taxes, FICA taxes, worker's compensation insurance, federal and state unemployment taxes, OSHA regulations, as well as someone to administrate the paperwork!

## BENEFITS OF USING A VIRTUAL ASSISTANT

You only pay for “time on task” devoted to the specific needs of your business.

Additionally, there is no need to provide an office or computer training, as you would for an onsite employee. As an independent contractor, I have the technology necessary to complete tasks for your business.

My goal is to free your time allowing you to focus on more important matters!



A Virtual Assistant knows the value of your business, and will partner with you to maintain and grow your business!

My clients work with me because I seamlessly work with them, becoming an integral part of their business and lives. I provide high-level, long-term, collaborative partnerships without having to be physically present in a client's home or office. I use my skills to collaborate with you about growing your business along the way.

## FREE YOUR TIME

Do you feel there is not enough time to complete the tasks necessary to maintain and grow your business **successfully?**

A partnership with Virtual Executive Services, LLC will allow you extra time to devote to the critical aspects of your business. Imagine what you could do with those extra hours...

MAKE MORE MONEY!!!

Partnering with Virtual Executive Services is a stress-relieving, time-freeing experience, not just a service!

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