

SIMPLY VIRTUAL is a minority owned firm providing off-site administrative support to business professionals and companies of all sizes. Since 1997, we have leveraged advancing technology to serve the administrative needs of businesses across the U.S.

We have created and administered reliable, innovative support solutions for Executives, Sales Professionals, and Entrepreneurs in many industries.

Our team offers years of experience in office administration, bookkeeping, marketing, and real estate.

We are proud to be affiliated with International Virtual Assistant's Association (IVAA), American Business Women's Association (ABWA), and the Detroit Regional Chamber.

We are also one of the first Virtual Assistance Firms certified as Real Estate Professional Assistants (REPA) by the National Association of Realtors®.

Whether you are a small business owner requiring support on an "as needed" basis or a corporate CEO seeking continual assistance by retainer, we are here to serve you. . . Virtually!



SIMPLY VIRTUAL
Virtual Business Services

Post Office Box 629
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Toll-Free 1.888.814.9800

www.simply-virtual.com

SIMPLY VIRTUAL

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"Because You Have Things to Do."

Who's Minding Your Business?



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Start Small.....Think BIG



As a small business owner, you are constantly searching for ways to better serve your customers while streamlining the overall performance of your business. In today's market, you have to invest time (*and lot's of it*) to maintain a competitive advantage.

But, how do you balance core business functions with activities that generate income when you're wearing all the hats?

Help is as Close as Your Internet Connection

A professional Virtual Assistant is your solution! SIMPLY VIRTUAL helps you reclaim time to concentrate on essential business aspects; tasks that drive your bottom line.

We use familiar technology tools like e-mail, Internet, phone, and fax to provide quality business support from a distance.

You CAN Afford an Assistant

SIMPLY VIRTUAL adds value and saves you money. We work by the hour or by the project so you only pay for time spent on what you delegate.

We maintain our own office equipment so you don't worry about purchasing computers or expensive software and technical support. And, you get to develop a long-term collaborative relationship with someone who genuinely cares about your success. What are you waiting for? Pick up the phone. Call Today!

Reduce the Risks of Hiring

Hiring Mistakes are a luxury few companies can afford. On average, you spend \$5,000 to \$50,000 on each new employee within the first six months of hire¹. You sift through hundreds of resumes and are forced to make a decision from an interview with little time to get to know the candidate. It's a gamble to identify the person with the right combination of skills, experience, and work ethic.

Make the Right Decision

SIMPLY VIRTUAL provides quality Virtual Assistance to companies just like yours at a fraction of the cost of adding a full-time, part-time, or even temporary employee. We save you valuable time and money by:

- Reducing time you spend on recruiting activities.
- Eliminating the need for training.
- Decreasing payroll expenses like employer taxes or insurance.

Plus, we offer expertise in a wide variety of areas. You pay for that great Executive Assistant or Marketing Coordinator and get a team — experienced in Bookkeeping, Graphic Design, Human Resources, and many other disciplines. Your benefits don't stop there. Give us a call to learn more! SIMPLY VIRTUAL just might be the best decision you've made in a long while!



¹Source: Telecom Training Group

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