



EXEMPLUS

Virtual Business Services

Let's work together

Are you overwhelmed keeping up with administrative tasks?
Do you feel stuck and unable to move your business ahead because of your unmanageable workload?

EXPERIENCE CALM: WORK WITH A VIRTUAL ASSISTANT

Get more done
every day.

Work with a Virtual Assistant.

Exemplus Virtual Business Services will simplify your life allowing you to focus on what you truly want to accomplish.

Let's work together.
www.exemplusonline.com

Contact Exemplus Virtual Business Services today to gain balance.

Fern Carbonell
ChiefVA@exemplusonline.com

Twitter: [@exemplus_fern](https://twitter.com/exemplus_fern)

P: 240 506 6788

View Project [Portfolio](#)



REGAIN BALANCE IN YOUR LIFE

The cost of doing everything yourself can be high, your billable time is much too valuable to spend on routine tasks that can be accomplished by a virtual assistant. Exemplus will take charge of the small things, routine tasks, upcoming projects or anything that saps your time and energy. Exemplus allows you to focus on the areas of your life that need your attention and bring long-term benefits.

These are some of the regular tasks and projects Exemplus has accomplished for clients:

Everyday Tasks

- Present data in meaningful charts and graphs
- Maintain Facebook business page
- Prepare and manage e-mail campaigns
- Prepare press releases
- Design flyers and postcards
- Maintain website information

[View project portfolio.](#)

Projects

- Market or product research
- Research investors or venture capitalists
- Develop surveys and compile the results
- Manage registration for small workshops
- Develop fill-in forms
- Call for Abstracts Management
- Prepare sophisticated presentations

EXPERIENCE THE BENEFITS

How can working with a Virtual Assistant benefit you? Working with Exemplus provides you with a team member who will get to know you and your business and can provide you with insight along with the support to help you succeed. When you work with Exemplus, expect professional and responsive customer service and support with every task, project and contact. You will never feel the need to "supervise."

Outsourcing administrative support will avoid the extra work that comes with hiring an employee, such as payroll, taxes, and providing a physical workspace. You will experience peace of mind, knowing that the details of your business are in competent hands. Finally gain balance and freedom to focus on your business, personal goals and your life.

Start-Up Package

Test drive the benefits of working with a Virtual Assistant

Everyday Package

Simplify your life with routine support

Instant Package

Get a quick turnaround on a time-sensitive project

START-UP PACKAGE

Created exclusively for new clients, the Start-Up Package provides the opportunity to experience the benefits of working with an Exemplus Virtual Assistant. \$35 per hour for the first 4 hours

EVERYDAY PACKAGE

Expect reliable routine support with the Everyday Package. Have an Exemplus Virtual Assistant available for routine support or a special project. The Everyday Package also means you never have to pay the Instant Package rate for a quick turnaround. \$45 per hour.

INSTANT PACKAGE

Time-sensitive projects happen. Give Exemplus a deadline and you'll have your project ready to go on schedule. \$60 per hour



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