

***Hiring A Virtual Assistant  
Is A  
Win-Win Situation***

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**Do You**

***Want to focus more on business  
and less on administrative tasks?***

***Want to delegate your administra-  
tive tasks without hiring or train-  
ing a full-time employee?***

***Want to balance work and home  
responsibilities more effectively?***

***Your Virtual Executive Assistant  
is the solution to your office  
woes.***

***Let Your Virtual Executive Assis-  
tant help you.***



**All Communication  
Confidential**

**Always A Secure  
Connection**

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***Solving Your  
Administrative Tasks  
Is Just A  
Click Away***

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***Alternative Solutions***

***Quality Assistance***

***Affordable & Cost-Effective***

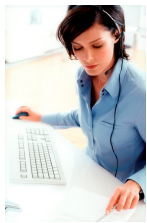
**Your Virtual  
Executive Assistant, LLC**

**(314) 780-0692 - Telephone**

**(877) 717-2589 - Toll Free**

**[www.yveassist.com](http://www.yveassist.com)**

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# Your Virtual Executive Assistant, LLC



*Your Virtual Executive Assistant* provides the following services for small businesses and busy executives:

- ◆ Typing services (24-hour turn-around [normal]) including:
  - Correspondence
  - Manuscripts
  - Resumes
  - Articles
  - Contracts
  - Agreements
  - Creating/Completing Forms
- ◆ Secretarial Support
  - Accounts Payable
  - Accounts Receivable
  - Maintaining Calendars
  - Schedule Meetings
  - Travel Arrangements
- ◆ Travel Arrangements
- ◆ Accounts Payable
- ◆ Accounts Receivable
- ◆ Data Entry
- ◆ Creating/Completing Forms
- ◆ PowerPoint Presentations
- ◆ Event Planning

*There Is No Job  
Too Big Or Too Small*

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## *Why Work With A Virtual Assistant?*

A virtual assistant will save you time, save you money, and put your mind at ease. You will no longer worry about deadlines and pressing demands from your clients. Your work assignments are transmitted to your virtual assistant via email, telephone, fax or mail . You will save money and time. With the time you save, you can devote more time to your clients and to marketing your business. The money you save using your virtual assistant is money in your pocket.

Working with a virtual assistant eliminates the cost of additional employee benefits, training, taxes, office equipment and space. A virtual assistant is a skilled professional and requires no training. A virtual assistant is an independent contractor who maintains her own office, supplies, and software.

*Your Virtual Executive Assistant* can provide administrative, legal, and technical support remotely to small businesses, and to sole practitioners and professionals who find that there are not enough hours in the day to do it all.

*Your Virtual Executive Assistant* provides the following services for the legal profession:

- ◆ Word Processing services including:
  - Preparation of Pleadings
  - Proofreading
  - Scheduling Depositions
  - Discovery Assistance
  - Trial Preparation
  - Creating/Completing Forms
  - Articles
  - Contracts and Agreements
  - Transcription
- Maintaining Calendars
- Schedule Meetings
- Accounts Payable
- Accounts Receivable
- ◆ Desktop Publishing
  - Brochures
  - Flyers
  - Newsletters
- ◆ Travel Arrangements
- ◆ PowerPoint Presentations
- ◆ Event Planning

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