

# About Virtual Office

The **virtual office**: saves you time: saves you money: gives you freedom the virtual office is the ideal, instant, flexible and cost effective solution for the SME business community worldwide, - an ever increasingly important portion of the Web.

your secure space on the web for integrated scheduling, business communication, collaboration, information management.

?Quick start-up, simple intuitive navigation, instant access, bolt-tight security. ?Affordable - hosted service targeted at the SME business . ?Robust functionality - built-in technology to update software . ?Integrated applications ? easy deployment of further applications. ?24/7 access from anywhere in the world.

Two out of three new businesses being started today are based in the owner?s home. They grow, and reach impasse ? spending so much time on administrative tasks that they can no longer concentrate on growing their business? enter the VA. ? with own fully equipped office space using advanced technological applications. ?constantly updated personal and professional skills. ?commitment to excellence and confidentiality .you escape the expense and commitment of having to manage office staff ?Pay on an hour to hour basis as needed. ?Administrative/executive/personal/research/creative/technical assistance. ?When and where you need it. ?Distance irrelevant in selecting the right person for the job

Perhaps you need:

?a professional representation? ?a fast, effective way to break into a new international market? ?a quick easy fix to a short-term sales-marketing campaign? ?a regional or national address?

You escape the expense and commitment of having to run an office..

?**Rent Offices Temporary Offices** ?seize opportunities as they arise. ?when and where you find them.

- **Office Space/Conference Room/Meeting Space.**

?taking advantage of prime sites anywhere in the world. your virtual assistant -self-employed, highly skilled and experienced professionals provide remote support, often in a long-term collaborative partnership.

Working with a VA (**Virtual Assistant**)

?an independent or contract worker - no employment issues ?works from his/her own office - no need for extra equipment or office space. ?available on a project-by-project basis, short-term or long term ?bills for the time that has been spent on your project - no pay for idle time ?provides many services - no need to hire one staff for one project already proficient - therefore no money spent on training