



VIRTUAL ASSISTANT PROGRAM

Our team of experienced Virtual Assistants can help you with the tedious day-to-day tasks associated with order entry, production management, and more. The Virtual Assistant Program provides you with experienced industry professionals to assist with a variety of administrative tasks including, but not limited to:

MENU OF SERVICES

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| <ul style="list-style-type: none"><input type="checkbox"/> Order Entry<input type="checkbox"/> Product Research<input type="checkbox"/> Create Presentation<input type="checkbox"/> Production Management<input type="checkbox"/> Run Reports in iSUITE<input type="checkbox"/> Run and Send out Reorder Report<input type="checkbox"/> Document Creation (Word, Excel, PowerPoint)<input type="checkbox"/> Draft Review and Approval<input type="checkbox"/> CRM Experience (Asana, Salesforce, Pipeline and More)<input type="checkbox"/> Customer Communication | <ul style="list-style-type: none"><input type="checkbox"/> Post on Social Media using iPROMOTEu Assets<input type="checkbox"/> Email Campaigns (Constant Contact, Mailchimp, Etc)<input type="checkbox"/> Virtuals/Mockups<input type="checkbox"/> Put Logo on Flyers<input type="checkbox"/> Webstore Management<input type="checkbox"/> Help with Designing Business Cards, Flyers, Etc.<input type="checkbox"/> Experience with Collaboration Software (Airtable, Clickup, Trello and others) |
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There are two ways to utilize the VA service. You can purchase a block of hours each week or you can hire a VA on an as-needed basis. The most cost effective and reliable service is to purchase the block of hours per week. Typically, most Affiliates purchase five hours a week. This allows you to develop a working relationship with your VA and guarantees they will be available to you for the number of hours you've purchased. The cost for this is \$32/hour. Alternatively, the cost for the ad hoc, project based, plan is \$37/hour and there is no guarantee of availability.

If you would like to get started or would like some more information, please contact Dawn Miller. You can reach her at dmiller@ipromoteu.com.