



VAMatrix Virtual Assistance

P.O. Box 724
Kenmore, NY 14217
1-877-677-1466
info@vamatrix.com
www.vamatrix.com

We make your business successful without you having to do all the work!

Marketing Solutions

- Customized Marketing Plans
- Brochures, Business Cards, and Flyers
- Direct Mail Campaigns
- Email Campaigns
- Ezine/Newsletter Broadcasting
- Blog Set Up and Administration
- Press Releases
- Internet and Traditional Research
- Website Creation & Maintenance

Executive Assistance

- Calendar Management
- Scheduling & Appointment Management
- Travel Arrangements
- Database Creation & Management (CRM)
- PowerPoint Presentations
- Proofreading
- Follow-Up Calls
- Email Management

Administrative Services

- Transcription
- Data Entry
- Word Processing and Correspondence
- Calendar Management
- Appointment Scheduling
- PDF Document Conversion and Creation
- Proofreading and Editing
- Spreadsheet Creation and Maintenance
- PowerPoint Presentations
- Database Creation and Management
- Event/Meeting Planning
- Travel Arrangements
- Email/Telephone Management

Human Resources Solutions

- Job Descriptions and Postings
- Resume Screening
- Reference Checking
- Training Manuals
- Policies & Procedures Manuals

If you need a service not listed, just let us know! We'll be happy to customize a plan for you.

Proven Results! • 100% Satisfaction Guaranteed!
Reliable Service! • Excellent Communication! • Fast Turn-Around!
