

# FOR IMMEDIATE RELEASE

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**Uniquely40, LLC**

**A Virtual Administrative Assistant Support Company**

Virtual Assistants are entrepreneurs who are highly skilled in their profession and have an enormous impact on the productivity of those they work with. We were traditionally known as secretaries, administrative assistants, executive assistants or bookkeepers. But with today's technology the world is a much smaller place, and with more professionals working from their homes or in satellite offices, the former assistant has become virtual, and thanks to the Internet, worldwide.

In today's business world, a virtual assistant can assist you with Web design, accounting, press release, real estate, resumes, SEO, grant writing, networking and more, the list is endless.

Virtual Assistants can be a long-term collaborative partner with your business, a provisional solution to staffing or a per diem solution. We are the original outsourcers – we are called upon to tackle assignments in our field of expertise. We are not temps or employees; we are business owners and professionals just like you.

Virtual Assistants works independently away from an traditional office setting; almost every task that can be accomplished in the traditional office can be completed virtually. They work from their own office, and provide home, small and large businesses, executives, entrepreneurs, solopreneurs, and busy individuals the back-office or administrative support they need remotely.

Microsoft Encarta Dictionary defines a Virtual Assistant as, "long-distance assistant: somebody who uses a computer and phone links to work from a distance as a personal assistant to somebody else."

A Virtual Assistant can work from another state or another country. We are **WORLDWIDE**

Uniquely40 in Business since 2003, our virtual administrative firm assists entrepreneurs, self-employed, home-based, or small business owners who do not want to hire employees. As your Virtual Assistant, we can assist and manage your office from our office.

The price for this service is based on the hours, days, weeks or months our service is needed. Yearly contracts (retainers) are also available. You can save money and grow your business by working with a Virtual Assistant (VA). We have a pricing system that works with everyone's budget.

It's our responsibility to keep abreast of the latest in office and administrative technology solutions and systems to resolve any administrative support issues and needs.

Customer satisfaction is paramount. Every assignment is performed per your specifications. Customers may e-mail, airmail or phone with any questions and/or details of services they require.

Confidentiality is vital to our business. No work will be disclosed to other parties. At the conclusion of the assignment, customers files will be copied to a CD, and the original files will be deleted from our computers. Only your name, address and phone number will be kept in our database.

## Services:

- CONFIDENTIAL RESEARCHER
- INVESTIGATING & RESEARCHING
- INTERNET RESEARCH
- DUE DILIGENCE SEARCH
- ADMINISTRATIVE/CLERICAL SUPPORT SERVICES
- PROJECT MANAGER
- EXECUTIVE ADMINISTRATIVE ASSISTANT
- PERSONAL ADMINISTRATIVE ASSISTANT
- BUSINESS MANAGER
- WEBINARS
- EVENT AND SEMINAR PLANNER
- CORPORATE AND SMALL BUSINESS CONFERENCES
- CORPORATE AND SMALL BUSINESS LUNCHEONS
- NETWORKING FUNCTIONS
- PRESS RELEASE FUNCTIONS
- BOOK SIGNING FUNCTIONS
- PRODUCT LAUNCHING PARTY