



# Monroe Virtual Services

Providing Executive Virtual Assistance Worldwide

# Virtual Office Support

the wave of the future...

If you are understaffed or overloaded at the office, there is help out there for you! The newest wave of the future in office staffing is outsourcing projects to a Virtual Assistant. Monroe Virtual Services is an office assistance specialist. Owned and operated by Terresa Monroe, a veteran executive administrative assistant and a founding member of the virtual assistant community, MVS offers everything from professional word processing to small business web design.

# Virtual Office Support

timely and efficient service when you need it...

Specializing in helping businesses whether they are small, large, local, international or simply entrepreneurial in nature on an “as-needed” basis, Monroe Virtual Services provides creative, expert assistance without the costs of hiring a full-time employee or the hassles of finding temporary help.

# Virtual Office Support

we provide executive virtual assistance worldwide...

Projects can be forwarded by almost any means of communication (i.e. phone, fax, mail, courier, email, etc.), allowing Monroe Virtual Services to help those in need of our services locally and internationally. Our team is on 24-hour call and we adjust to your time zone as well as the urgency of your needs.

# Benefits of Hiring a Virtual Assistant

- No need to spend valuable time and money going through the resume screening, hiring and training processes. Our professional staff has the qualifications to get the job done!
- No need to provide office space for an employee and their equipment. We do all the work in our office.
- No need to acquire ANY additional equipment or software an employee is required to use. We have all the necessary equipment and software in our office.

# Benefits of Hiring a Virtual Assistant

- Our clients have access to professional office assistance “when they need it!”
- No need to worry about source deductions, benefits, vacations, or loss of valuable office hours due to sick time. We handle our own expenses from our end.
- Outsourcing some of your ‘less important’ or ‘just can’t get to’ projects to Monroe Virtual Services gives you the time to concentrate on more important tasks. We take some of the overflow off your shoulders.

# Our Services

Monroe Virtual Services has IT and office specialists who are tops in their fields as part of our team approach. Virtual Assistants, Programmers, Engineers, Efficiency Experts, Architectural Drafters/Designers, Translators and a host of others make up our family at MVS. Whatever you need, our goal is to provide professional services that benefit our clients and that make life easier and more productive. For any area we do not directly cover, we have specially picked providers that we can subcontract to, providing a full-service option for our clients.

# Partial Service Listing

- Contact & Data Management
- Coordinating, Planning & Scheduling
- Executive & Personal Services
- Financial & Bill Paying Services
- Graphic Design & Marketing
- Mail & Correspondence Management
- Research

# Partial Service Listing

- Training, Testing & Technical Writing
- Word Processing Projects

The above includes a myriad of services – please see <http://www.tmonroe.com/services.html> for a complete listing.

Other services provided include:

- Blogging/Blog Maintenance
- Social Networking

# Partial Service Listing

- Remote PC Access
- Mail Drop / Registered Agent
- Email Management Service
- Internet Research/Investigations
- Newsletters
- Voicemail Retrieval
- Programming

# Why Monroe Virtual Services...

Our diversified practice offers solutions to the most challenging administrative issues in every area of business. Monroe Virtual Services has been in operation since 1997. During this time we have worked with clients around the world, helping a broad range of firms ranging from small businesses to large corporations. Many of our clients are high-level executives, cutting edge corporations and government entities. Our goal is to provide the most effective and affordable office assistance to our clients - all from a touch of your keyboard or a phone call. Feel free to contact us with any questions or requests.

# We are at your service always...

Wherever you are in the world and whatever your needs are, Monroe Virtual Services is available to help you. Our rates are among the best in the industry and we always deal with each client individually, taking into consideration each unique situation and challenge. To contact us:

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*Our Office Is Your Office!*