

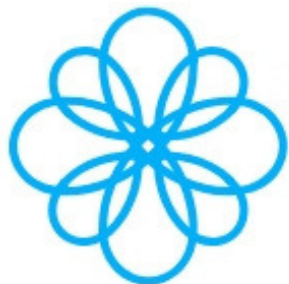
VIRTUAL LIAISONS

Virtual Assistant Services

Giving you clarity...Saving you dollars

**SMALL BUSINESSES
AUTHORS AND WRITERS
SOLOPRENEURS**

virtual.liaisons@gmail.com
847-955-1822



Virtual Liaisons

BRINGING YOU CLARITY



WELCOME

What is a virtual assistant?

A VA is generally self-employed and provides professional administrative, technical, or creative assistance to clients remotely from a home office. Most virtual assistants are independent contractors. A VA works from their office, usually at home, and for several clients at once. The field has exploded in recent years to include services from concierge and bookkeeping to web site design. They often specialize in specific areas, for example, Public Relations or marketing work. Some will even narrow their clientele down to a specific industry such as real estate or publishing.

Why hire a Virtual Assistant?

Companies are turning more and more to Virtual Assistants, both to save money and to be assured the person helping them has the skills necessary for the tasks at hand. It isn't unusual for businesses to hire more than one, each for their specific skill set. It's less expensive in the long run than hiring two employees.

At [Virtual Liaisons](#), we are committed to providing you with quality service. We provide each client with a customized plan based on their specific needs. No cookie-cutter solutions here!

- We want to see clients succeed.
- We work as part of a team.
- We have a basic understanding of business operations.
- We are willing to admit and correct mistakes.
- We respect others' intellectual property.
- We have excellent customer service skills.
- We have great organizational skills.
- We are skilled in spelling, grammar and punctuation.

Check out our services and portfolio in the next few pages. See how we can help you succeed!

Virtual Liaisons is located in Buffalo Grove, IL.





ABOUT US

Virtual Liaisons is owned and operated by Michelle Prima. Organized by nature, Michelle's first career was in health information management. Several years and two children later, she redirected her interests to become an author's assistant and writer and started Literary Liaisons. Michelle has been helping authors with blog tours, newsletter campaigns and web site maintenance since the 1990s.

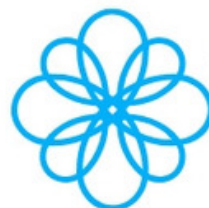
She expanded her business to on-site organizing of homes and offices when she opened Prima By Design, Inc. in January 2005. Prima By Design offers organizing and relocation services and, under the Virtual Liaisons name, virtual assistant services. She has since expanded her virtual clientele to include small business owners and solopreneurs.

Michelle has trained professionally with members of NAPO, VA Networking, Instruction Smith, The Virtual Savvy, NASMM and the Midwest School of Interior Redesign. She is a Professional Authors Assistant, a Certified Staging Professional, a Certified Senior Move Manager and is proficient in Quickbooks and experienced with WordPress.



Professional Memberships

IVAA
PVAA
VA Insiders
NAPO
NAPO Chicago
RWA



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VIRTUAL LIAISONS

OUR SERVICES

Bringing You Clarity

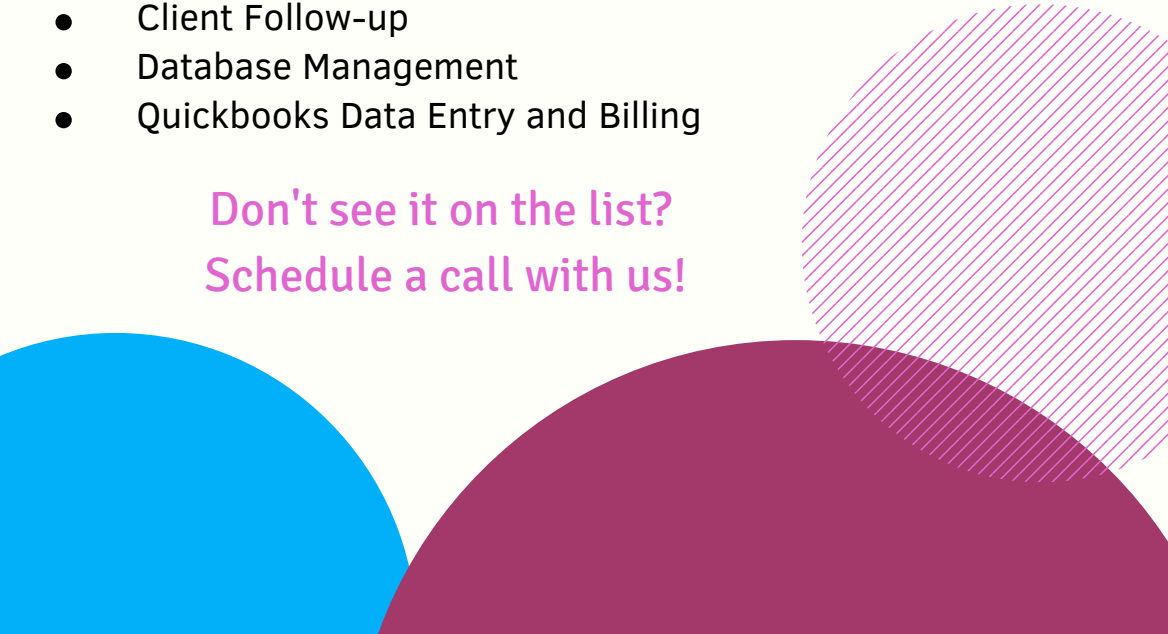
For Authors

- Newsletter Campaigns
- Social Media Coordination
- Social Media Graphics
- Contest Promotion
- Blog Tour Coordination
- Workshop Presentations
- Book Promotion
- WordPress Site Maintenance
- eBook Formatting
- Content and Publishing Research

For Businesses

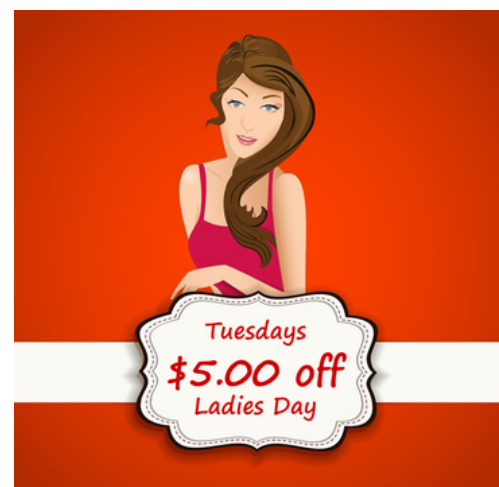
- Newsletter Campaigns
- Social Media Management
- Social Media Graphics
- Blog Site Content and Management
- Email Management
- Power Point Presentations
- Errands
- Client Follow-up
- Database Management
- Quickbooks Data Entry and Billing

Don't see it on the list?
Schedule a call with us!



PORTFOLIO

Social Media Graphics



PORTFOLIO

Infographics

CAR CARE TIPS

So you invested in a new car. How can you get it to last a long time? It's not just about using the best products. Regular maintenance is the key to longer life.

1 CHANGE THE OIL

Nothing will make your car last longer than regular checking and changing of the oil.

2 FLUSH THE COOLING SYSTEM

This should be done at least once a year to prevent corrosion.

3 CHANGE THE FLUIDS

Transmission and differential oils should be changed according to your vehicle's manual.

4 KEEP IT CLEAN

Keeping your car clean will protect the finish. Wax provides an additional protection.

5 LUBRICATE JOINTS

This is especially true of ball joints which can rust and malfunction if not kept properly lubricated.

6 STAY IN THE SHADE

Keeping your car in the shade or placing a deflector in the window will protect the car's interior from deterioration.

7 GREASE YOUR BEARINGS

Inspect, clean, and repack wheel bearings with wheel bearing grease according to service intervals.

8 REPLACE BRAKE FLUID

Brake fluid attracts moisture. It must be changed according to your car's manual to prevent corrosion.

Is Your Car Tailgate Ready?

Have Extra Juice

Keep everyone powered up for texting, tweeting and Facebook posting. Connect a power inverter to your car battery.

Have Auxiliary Speakers

Don't compete with surrounding noise. Use wireless speakers to enhance the sound of your radio or stereo. Pre-charge them so you don't run out of power.

Install Cargo Mats

Drips and spills are inevitable at a tailgate party. Cargo mats catch the messes and are easy to clean.

Buy A Game Day Blender

Are Margaritas or smoothies on your tailgate menu? Purchase a portable blender. They run on batteries, gas or your car's auxiliary power source.

Make A Tailgate Toolbox

Don't get caught without. Create a Tailgate Toolbox to hold extra USB cables, jumper cables, cigarette lighter adapter, flat tire aerosol inflator, wrench, screwdriver, hammer...all the basics to ensure a safe tailgating experience.

DO'S AND DONT'S

TIPS FOR WASHING YOUR CAR



Do wash off bird droppings, dead bugs and tree sap as soon as possible.

Do use a dedicated car-wash product designed specifically for paint.

Do use a separate sponge for tires and wheels, which may be coated with debris.

Do use a chamois or soft terrycloth towel to dry the car.



Don't wait for layers of dirt to accumulate before washing your car. Acids can strip away wax and paint.

Don't use everyday household cleaners which can be harsh on your car's finish.

Don't move the sponge in circles when washing. This can cause swirl marks on the car's finish.

Don't let the car air dry. It will leave streaks from the minerals in the water.

TESTIMONIALS

Client Raves

"Her strength in organizational skills are extraordinary. She has helped me in areas of business that could have drowned me if not handled correctly."

Alana M., Lake in the Hills, IL

"Michelle was fabulous!! I really appreciated her help, I would use this service again!"

Erin T., Lake Bluff, IL

"I have received many positive comments regarding the new and improved look...I look forward to having {Michelle} continue to work with me and my newsletter."

Ken D., Palatine, IL

OUR PACKAGES

The Initial

\$399

per month

Includes 10
hours of Virtual
Assistant
Services

Includes
all
Services

The Intermediate

\$599

per month

Includes 15
hours of Virtual
Assistant
Services

Includes
all
Services

The Indispensable

\$749

per month

Includes 20
hours of Virtual
Assistant
Services

Includes
all
Services

Additional hours can be purchased at \$40/hour or you may choose to upgrade to the next package.

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GET STARTED

Are you ready to take your business
to the next level?



Click here to
get started!

