



Calling
Abundant Administrative Services
can turn your
administrative headaches into an
ABUNDANCE of time,
freedom, and peace of mind!



Why **YOU** should call Abundant
Administrative Services:

- **Get more done in the time you save** by delegating your administrative tasks.
- **Become more effective and efficient** in your work day.
- **Increase your income** by enabling you to create revenue streams for your business because your VA is taking care of the administrative details.

**Abundant Administrative
Services**

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**Abundant Administrative
Services**

Don't let this be **YOU** at the
end of your work day!



**Virtual Administrative
and
Business Support
Services**

*Creating Your Abundance by
Eliminating Your
Administrivia*

WHAT IS A VIRTUAL ASSISTANT?

- A highly skilled professional who takes care of your administrivia
- Someone who helps you serve your clients from behind the scenes.
- A partner to you, the business owner, supporting mutually beneficial goals
- One that gets work done using the latest technology

Administrivia - the tiresome but essential details that must be taken care of and tasks that must be performed in running an organization.

WHO NEEDS A VIRTUAL ASSISTANT?

Entrepreneurs and small business owners who

- Do not need full time administrative assistance
- Do not have the office space or equipment for an assistant
- Prefer not to constantly re-train temporary assistants

BENEFITS OF HIRING A VA:

- You pay only for actual working time
- You do not need to pay withholding employer taxes or benefits
- You do not need to provide equipment or workspace



Who is Marit Fox?

Marit has over 30 years of administrative and business support experience in a variety of industries. Her experience includes office management where she supervised five office employees. She learned leadership and management skills essential to the development of Abundant Administrative Services. In 2004, she founded the company with the mission of providing high-level administrative support services. Marit has a strong desire to help people reach their highest potential and goals. Consequently, her vision is to have Abundant Administrative Services be a vehicle to help women in difficult situations get back on their feet. It is her passion to give back to the community.

Areas of expertise include:

- Implementation of successful e-newsletters
- Event/meeting planning and coordination
- Creation and preparation of presentations
- Creation and/or updating procedure manuals
- Transcription—digital and tape
- Government contract preparation
- Word processing/document creation
- Desktop publishing
- Calendar and schedule maintenance
- Creation of travel itineraries
- Research
- Database management and maintenance
- Records management and filing
- Elimination of **YOUR** daily **ADMINISTRIVIA**

Pricing based on pay-as-you-go or by monthly retainer

Packages to suit your needs!