



**YOUR ON-DEMAND
BUSINESS SOLUTION**

AVAILABLE SERVICES

- **Administrative**
 - Document & Report Preparation
 - Presentations
 - Spreadsheets
 - Direct Mail
 - Mail Merges
 - File Systems
 - Spreadsheets
- **Graphic Design**
 - Brochures
 - Flyers
 - Invitations
 - Posters
 - Menus and more
- **Charts and Graphs**
 - Organizational Charts
 - Venn Diagrams
 - Flowcharts
 - Timelines
- **Bookkeeping**
 - Accounts Payable
 - Accounts Receivables
 - QuickBooks
 - Bank Reconciliations
 - Travel Expense Reports
- **Recognition Projects**
 - Promotional
 - Customer
 - Employee
- **Web Design**
 - Website Planning
 - Design
- **Balanced Scorecard**
 - Performance Measurements
 - Strategy Mapping
 - Business Process
- **Special Projects**

Let VEA help you with those projects that take time away from building your business.

With VEA you can have a highly skilled experience Executive Administrative Assistant when you need one.



Build your business with professional and experienced administrative services

Vickie Rotkovich

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**Your Virtual
Business
Solution**

www.virtualexecutiveassist.com

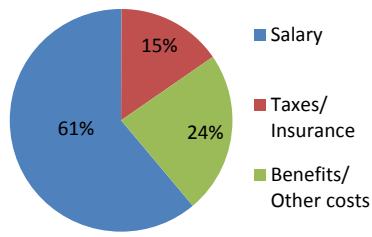
Effective Solutions for Business Success

Save Money

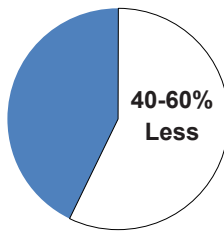
Full-time employees cost you more than their salary. VEA can save you 40-60% since you don't pay for employee taxes, health insurance, and other costs.

COST COMPARISON

Cost of a Full-Time Employee



Cost of VEA



Cost of a Full-Time Employee

Based on \$25 per hour	
Annual Salary	\$52,000
Taxes/Insurance	\$13,000
*Miscellaneous	\$20,000
Total cost	\$85,000

*Includes benefits, recruiting, office space, equipment, computers, software upgrades, internet, telephone, non-productive time, etc.

Virtual Executive Assist

Based on \$35 per hour	
20 Hours per Week	
Total Cost	\$36,400

With VEA you never pay for employee taxes, health insurance, office equipment, computers, breaks, vacation, holidays, or non-productive time.

Save Time

VEA is available when you need assistance so you don't spend time recruiting or training new staff.

No Office Required

VEA agents maintain their own office so you don't need to provide an onsite office, furniture, equipment, computers, software upgrades, utilities or phones. The average cost to add a furnished office space for an employee is \$5,000.

Increased Productivity

Stop paying for non-productive time such as coffee breaks, lunch breaks, sick days, vacations, holidays, socializing and web surfing. Studies show that employees waste about two hours per day. Non-productive time accounts for 39% of their total annual salary.



Your office on your terms

Benefits Include:

- **Save Time** - Your precious time is not spent on administrative duties so you have time to build your business and tackle new projects.
- **Flexibility** - Only pay for services when you need them.
- **Assistance** - VEA is your business assistant and is committed to your success.
- **Professionalism** - VEA is not a temp agency or an answering service. You receive all the skills of an experienced executive administrative assistant.



Can your company keep up?

Let VEA help you so you have more time to build your business.



FOR BUSINESS ON THE GO

VEA is perfect for entrepreneurs, small business, or businesses that utilize a virtual office since your assistant is off-site.

WHAT MAKES VEA DIFFERENT?

VEA is not an answering service or a temporary staffing agency with limited services. With VEA you have access to a highly skilled executive assistant but at a fraction of the cost. VEA is also a Colorado company so your business stays in the USA unlike some companies that have their staff in foreign countries.



Vickie Rotkovich

Vickie is the Owner and Chief Administrator for VEA and has over 17 years of experience working as an Executive Administrative Assistant for profit and non-profit organizations. She has also worked for small and medium size businesses so she has a wide variety of skills to help your business.



SPECIAL PROJECTS

VEA can help you with special projects such as PowerPoint presentations, charts, graphs, marketing, direct mail, website, balanced scorecards, and much more.

**YOUR PARTNER
FOR SUCCESS**