

Serving Clients

Allow Me!

Virtual Office Management

**SUZI MARK
FOUNDER / CEO**

Across the Nation

What is a Virtual Assistant?

A Virtual Assistant is an independent entrepreneur who works remotely and uses technology to deliver services to clients globally.

How could a Virtual Assistant help me or my company?

Hiring a Virtual Assistant helps a company or individual in different ways; to save money —virtual assistants pay for their own equipment, taxes, training, and healthcare — or project by project help when you need help with a temporary project.

Would the Virtual Assistant come to me, or my office, to do the work?

No. Generally the Virtual Assistant works from a remote home office.

How would I communicate with a Virtual Assistant for projects?

Usually the Virtual Assistant receives his/her instructions by phone, fax, e-mail or even by instant message.



Allow Me! to handle your detail work while you make more connections.

Allow Me! Virtual Office Management

would like to help you with all your special project needs!

Allow Me! Virtual Office Management handles over 30 services of which the following are included:

Billings/Statements		Fax Services
Book/CD Fulfillment Services		File Conversions
Business Card Scanning		Graphics Layout
Calendar Management		Multimedia Burns
Data Entry		Multimedia Presentations
Database Management		Newsletters
Desktop Publishing		Document to pdf Conversions
Editing/Proofreading		Photo Editing
Excel Spreadsheets		Website Design
E-zine Creation & Distribution		Website Maintenance

**ALLOW ME!
VIRTUAL OFFICE MANAGEMENT**

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