

At Virtually There, LLC, we provide Virtual Assistant services. This allows you to FREE yourself from time consuming tasks. You will be able to focus on the areas that ultimately will make your business grow and succeed.

With today's technology, we have the ability to perform tasks remotely: Word processing, data entry, PowerPoint presentations, office services, marketing, accounting, scheduling, travel arranging, handle emails, build databases, research, coordinating events, and much more.

We communicate via e-mail, fax, telephone, cell phone, file or diskette transfer.

With us, you don't have to worry about extra office space, no need to buy extra equipment, no employee related taxes, insurance or benefits, no overtime, and minimal or no training required. You pay for the time you use. Confidentiality is guaranteed.



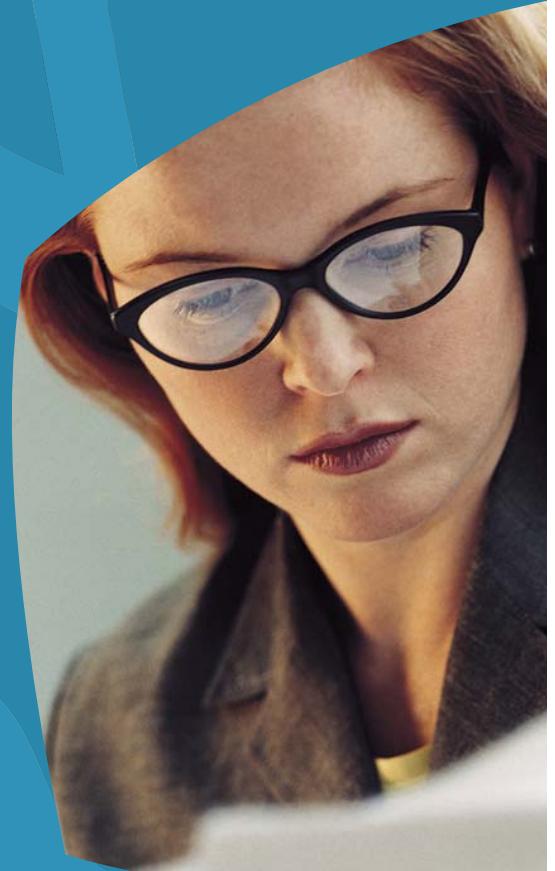
**CONTACT A REPRESENTATIVE TODAY
FOR YOUR PERSONALIZED QUOTE!**

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We Are the Solution

Virtually There,
LLC



What is a Virtual Assistant?

Virtual Assistants are individuals who provide secretarial services, contract services, administrative services - the list is endless! They are dedicated, skilled, professional people who are driven to succeed to make a powerful and dynamic impact on your business.

VA's are professionals who will provide services that are traditionally needed for business and personal life, but done electronically, from their own home and/or office, via the internet, phone, fax and/or E-mail.

Services provided by a Virtual Assistant are well known. Traditionally known as some of the following:

- ** Secretary and/or Executive Assistant
- ** Travel Coordinator
- ** Public Relations Assistant
- ** Bookkeeper/Accounting Professional
- ** Event Organizer
- ** Personnel Management
- ** Office Manager
- ** Marketing/Advertising Assistant

Services

The following list is intended as a guideline only as it is difficult to detail the wide variety of tasks we perform on a daily basis. If what you require is not listed, please ask.

- Accounting
- Marketing Support
- Word Processing
- Data Entry
- Travel Arrangements
- Transcription
- Mass Mailing
- Internet Research
- Desktop Publishing/Power Point
- Brochures - Business Cards
- Plus much more!

Provide the following information when requesting a quote for service.

- Full name, company, address, telephone and fax numbers, and email address
- Type of service(s) needed.
 - * Completion deadline.
 - * Your payment method.
 - * Method to send source material



Virtually There, LLC was created to provide support to all types of business. These services are a fraction of the cost of staffing in-house for a full time position. Our advanced technology, combined with outstanding customer service and years of experience allows us to deliver the best services available.

Our goal is to be a recognized leader in Virtual arena. This recognition will be attainable by providing professional, efficient, and economical services to customers with honesty, integrity, and confidentiality.