

20 tasks our experts can do in an hour

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Get Ahead
your virtual agency



Create an email campaign
& load email addresses



Create an email signature;
blog & social media images



Create posts
& update content



Submit article & press
releases; award entries



Create a unique presentation
of your business



Transcribe a 30 minute
audio file



Call 20 people (assuming
uncomplicated calls)



Research travel, hotel
& meeting facilities



Assist with managing
online diary



Update & manage
online calendar



Handle website or
membership enquiries



Update website
content



Update & keep on top
of CRM/database



Create forms or surveys
for feedback



Complete research
for a specific project



Set up, send out invites
& load a presentation
for a meeting



Edit & proofread
a 5 page report



Create a good prospect
list of 25-30 contacts



Basic bookkeeping,
expenses & credit control



Produce invites, badges
& co-ordinate handouts
for an event

How it works

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Get Ahead - your perfect outsourcing partner. We hand pick your support team, choosing business experts with the right skills and the right personality. There's also lots of flexibility and no minimum number of hours. You only pay for the support you need, as and when you need it.

