

# 20 tasks our experts can do in an hour

[www.getaheadva.com](http://www.getaheadva.com)

**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

[www.getaheadva.com](http://www.getaheadva.com)

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.

