

**Tana Woodward & Associates
Virtual Office Services**

...in business since 2002 providing online administrative assistance

If your office paperwork is piling up and hiring another employee doesn't fit your budget, a **customized** package of administrative services designed to fit your monthly or short-term requirements **is the answer!** All services are provided **ONLINE**, saving you the cost of renting more office space, purchasing computer equipment or paying for employee benefits and coffee breaks.

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| √ Word Documents | √ Project Assistance |
| √ Excel Spreadsheets | √ Event Organization |
| √ PowerPoint Presentations | √ Newsletters (monthly, bi-weekly) |
| √ Outlook Contact Management | √ Flyer/Brochure Design |
| √ Personalized Computer Training | √ Manuals (Employee, Safety, Policies/Procedures) |

**These services available on an hourly basis, project quote, or as part of the Small Business Package and Retainer Plans*

Do you have several regular tasks that need to be done every month? A customized solution for your business will get the job done.

Customized Small Business Package only \$100.00-\$200.00/month*

**postdated cheques required for a minimum 6 months*

For larger companies requiring more comprehensive administrative services, consider these retainer packages **with bonus hours**:

Retainer Plan A - 10 hours/month + receive 1 additional hour FREE!.....\$350.00*

Retainer Plan B - 15 hours/month + receive 2 additional hours FREE!.....\$525.00*

**retainers required to be paid on the first of each month*



- Profiled in the [Globe & Mail](#) in an article about the benefits of working with a Virtual Assistant
- Featured in a new book produced by [Women's Enterprise Centre](#) titled "**New Pioneers: Stories of 100 BC Women Entrepreneurs**"
- Proud Recipient of **Tech 2003 Northern British Columbia Business & Industry "E-Business Award"**
- Nominated for the **Prince George Chamber of Commerce Home-Based Business Award** in 2003, 2005, 2007 & 2008.

"The Prince George Chamber of Commerce has been using the services of Tana Woodward & Associates - Virtual Office Services for the past year to create our flyers and our Net Connector newsletter. She is very professional, does a great job, and is always eager to make any last minute changes that we request. Using her services saves us both time and money. She can do in 1 hour what it would take us 3 hours to accomplish."

Prince George Chamber of Commerce
www.pgchamber.bc.ca

Tana gives me the freedom to do what I am good at, with the confidence that what I am 'not so good at' is all taken care of with reliable efficiency and professionalism...no problem is too big to be tackled.

Barbara Densmore
www.workingsmarter.ca