

CR Business Solutions

Providing Innovative Virtual Business Support

Behind Every Great Executive is an Exceptional Assistant

Services Offered:

- Word Processing and Spreadsheets
- Bookkeeping
- Travel Arrangements
- Transcription (Voicemail, Video, Audio, Podcast, etc)
- Data Base Management
- Power Point Presentations
- Personal Assistance/Errands
- Calendar Management
- Internet Research (Topics for blog posts, newsletters, company search)
- Expense Management
- Minutes of Meetings
- Special Project Coordination
- Brochures/Flyers
- Manage and Update Social Media Accounts
- Sales/Cold Calls
- Trade Show Presence
- Event Planning
- Email Marketing
- Elder Care
- More...

- Streamline projects at an affordable cost
- Pay for projects and assignments only when needed
- Small or large projects – short or long term
- Save money on overhead expenses; office space, healthcare exp, vacation, etc.



www.CRBusinessSolutions.com

What is a Virtual Assistant?

Virtual Assistants are independent contractors who provide professional administrative, technical, creative and social services to businesses, entrepreneurs and individuals anywhere in the world. Assignments are generally communicated through email, phone, fax, and mail unless the client is local and requires a special assignment. By adopting Virtual Assistant you can direct your time and money towards more revenue producing activities. You will have dedicated assistance without having to incur the major resources and overhead expenses associated with hiring a full-time employee.

Competitive and Volume Pricing Available!

See Website for details

We offer hourly or affordable monthly packages to fit your needs. Call or email us for you're a FREE consultation. *Specialized pricing for local Elder Care services*



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