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VIRTUAL ASSISTANT SERVICES BY GRAHAM & ASSOCIATES

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Company Background

Alt all starts with the right support.

Welcome to Graham & Associates. We are committed to helping you achieve your next level of success. With over 20 years of experience in the administrative industry, we quickly differentiate ourselves through knowledge and experience. Our type of support for the past 20+ years has catered to various professionals such as: Realtors, Lawyers, Travel Agents, entrepreneurs, solopreneurs, Non-profit Associations, and more. The virtual team at Graham & Associates is composed of proactive Virtual transaction coordinators and Virtual Executive Assistants, it's everything you need to transform your work.

Currently while the world continues to merge into a virtual space, it's important to note that it is crucial to be set up with the right type of virtual administrative support to properly execute your mission. Quality work and attention to detail counts for a lot in the virtual space and that's where Graham & Associates comes in. With a quality and personalized experience for each and every client, our business values deliver repeatedly with good reason. We have a firm belief and understanding of administrative ethics as a bedrock for success in every endeavor. In fact, we take it personally and are able to overdeliver for clients just like one would want the same in return. Our years of experience strictly uphold our values and belief in the non-existence of a generic, cookie-cutter method with all clients.

No experience is the same at Graham & Associates because we pay attention to all clients needs and personalize our services regarding their obstacles. We casually go the extra mile to alleviate stress for clients by truly listening and closely resolving their problems, because no, you don't have to do it all in your business. We step in and take care of what needs to get done through your direction every step of the way. Working virtually with Graham & Associates means leveraging a powerful and diverse blend of experience while providing the next level of personal attention to meet the obstacles your business faces, whatever they may be. It's an exclusive virtual experience where meticulousness and communication is valued and nothing is stopped until the job is done.

We pride ourselves in staying up to date in relative markets as technology and the virtual space tends to change over time. As Graham & Associates continues to expand, the diversity of clients, scope of work, and overall support continues to grow. We utilize the latest technology to stay ahead of the industry where we can successfully deliver our services, and efficiently communicate with clients by working remotely.

Bottom line, our greatest satisfaction comes from helping you achieve your goals. To date, results for clients involve getting rid of overwhelm and defeat such as bringing efficiency to business operations, strengthening customer service, growing an online presence and budget, expanding social media following, securing sponsorship funding and much, much, more. Head over to our case studies and testimonials to learn more about our experiences.

By accomplishing more and worrying less, getting started is the easiest thing you'll do. At Graham & Associates, LLC, we offer a wide range of professional administrative services for those who don't need full-time administrative support. Through dedicated professionals that take care of the details, we can help, no matter the obstacle.

Administrative Support Services

Executive Administrative Assistant Support

- Composing correspondences
- Database building, updating contacts or CRM
- Sending of greetings, event invitations, etc.
- Calendar management
- Online research
- Other misc. administrative tasks

Newsletters & Blogging

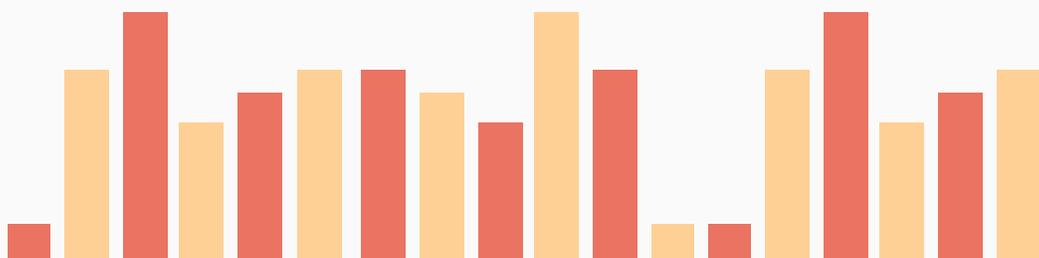
- Create
- Organize
- Distribute

File Storage & Organizational Tasks

- Organize files/documents using your online cloud based system
- Convert, create, split PDF documents
- Marketing photo organization
- Data Entry
- Creating/managing documents and spreadsheets

Pricing

| | |
|------------------|---------------------|
| Contract length: | Open |
| Rate: | \$25.00 per hour |
| Terms: | Upon receipt* |
| Billing terms: | Monthly |
| Total contract: | TBD by hours worked |



***All clients who are billed less than \$500 per month are required to keep a credit card on file which will automatically be processed the day after the invoice is issued.**