

If you could hand over part of your to-do list to a trusted assistant...



How would you spend your time?

- Prospect for new customers?
- Expand your business?
- Spend time with friends and family?
- Pursue your long-neglected interests?

It is vital to effectively maintain good relationships with your customers, members, clients and vendors. But, how do you balance the time it takes to do that with the time it takes to maintain and grow your organization?

Businesses are increasingly turning to virtual professionals to save time, money and worry while they focus on meeting the demands of their growing businesses.

Rescue Desk virtual assistance can take tasks off your growing to-do list. By partnering with **Rescue Desk**, you'll have a creative, executive and administrative assistant all rolled into one ... and committed to helping your organization reach its full potential.

What is a Virtual Assistant?

Virtual Assistants (VAs) are executive, creative and/or administrative assistants, except they work *virtually* from their own offices.

VAs are professionals who use their skills and experience to provide support to those that need work done, but may not have the time, need or resources for an on-site employee

VAs are entrepreneurs, helping for a set number of hours per week or month, depending on the clients' needs. Thanks to technology allowing for real-time communication and in-

formation transfer, your VA can be down the street, or across the country.

Businesses need cost-effective, high-quality solutions to supplement their growth, and virtual assistants are a perfect alternative to hiring staff (which can cost up to 2½ times the salary paid to an employee).

VAs strive to build long-term, collaborative business relationships with their clients, often becoming the "right hand" of the professionals and organizations they help.

About Us

Based in Madison, Wis., **Rescue Desk**, LLC is owned and operated by Rachel Rasmussen, a veteran of the media, publishing and communications industry. She uses her skills and experience in writing, editing, desktop publishing, content development, project management and communications/marketing support to assist small businesses and executives that have an inspirational vision, but want to conserve their resources.

www.RescueDeskVA.com

Learn how **Rescue Desk** can "rescue" you from your growing to-do list and give you time to focus on higher-priority tasks.



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