

# Executive and creative support your organization needs



## Virtual Assistant Services

### Executive Assistance

Mailings, special projects,  
working with your vendors

### Research & Planning

Price and vendor research,  
event planning assistance

### Creative Development

Writing and editing, desktop  
publishing, newsletter development

### Technology

Web content maintenance,  
multimedia, digital photography

### What is a Virtual Assistant?

Virtual Assistants are executive, administrative and/or creative assistants who work *virtually* from their own offices for more than one client. Providing a wide range of business support, VAs save clients time, money and worry.

By working with **Rescue Desk**, you get an experienced business professional working behind-the-scenes as your VA, taking many of the tasks off your to-do list.



Learn more: [www.RescueDeskVA.com](http://www.RescueDeskVA.com)

Request Information: [Info@RescueDeskVA.com](mailto:Info@RescueDeskVA.com)

or call 608.358.7991