

Able Assistants provides the greatest value and work ethic. We carve the most conducive path in order to reach the most beneficial outcome.

If you are:

- Letting your company run you instead of running your company.
- Wishing there was more time in a day.
- Losing personal time to finish your business paperwork.
- Wishing for someone to help you when you need help.

Then you NEED a Virtual Assistant!

What is a VA?

A virtual assistant is an independent entrepreneur providing administrative, creative and/or technical services. Utilizing advanced technological modes of communication and delivery, a professional virtual assistant assists clients in his/her area of expertise from his/her own office on a contractual basis.

When it comes to the services of a virtual assistant the sky is the limit. In today's hectic, non-stop world the availability of a virtual assistant is essential. A virtual assistant is only a key stroke away.

Able Assistants is your perfect choice for immediate results. We specialize in travel arrangements for both business and pleasure. When it comes to any secretarial service, from typing to gift purchasing, we can get the job the done.

Able Assistants A Virtual Assistant Service

When no one else can....

We are Able!



PO Box 707
Oak Forest, IL 60452
(p) 708-925-0074
(f) 708-925-0082

www.AbleAssistants.com

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Services

Travel Arrangements

We are certified travel agents. We have the ability to provide you with discounts for travel, without charging you commissions.

* Business Travel:

- o Scheduling:
 - + Flights
 - + Hotels
 - + Ground transportation
 - + Conferences
 - + Meetings

* Personal Travel:

- o Scheduling
 - + Flights
 - + Ground transportation
 - + Extra activities

Able Assistants will gladly schedule, from beginning to end, every aspect of your trip, without fail.

Secretarial Services

Our staff is trained in all areas of secretarial work. If you need:

* Documentation Preparation:

- o We will:
 - + Prepare the documents
 - + Print them into the format you need
 - + Email or mail it to you in time for your meeting
- o Whether you need your documents in:
 - + Adobe
 - + Word
 - + Excel
 - + Powerpoint

* Appointments scheduled

* Phone calls made

* Tracking of your schedule

* Daily reminders of your schedule:

- o Using:
 - + Microsoft Outlook
 - + Hotmail
 - + Outlook Express

Why use a VA?

We save you money!

There is no need to pay for:

- * Insurance
- * 401K
- * Paid vacations
- * Sick time
- * Extra computer equipment
- * Office space
- * And so much more.....

The savings gained when hiring a virtual assistant can result in a successful business

For everyone's benefit, the most important fact of our job is that we save the earth!

At Able Assistants we are all about being green.

- + We do not have to drive to an office, so we save the environment by saving on gas and reducing exhaust pollution.
 - + We recycle all of our ink cartridges, this eliminates waste.
 - + We recycle paper.
 - + We use less paper.
- + Most importantly, after cleaning our computers completely, we recycle all of the components in order to reduce the waste.

**Help the earth by going green today,
hire a VA!**

**Find out more ways a VA can benefit
your company by visiting us at
www.AbleAssistants.com**

Testimonials

"The bottom line with Norma is she treats my business as if it is her own, which is a rare but necessary trait for anyone who is a part of a growing business. I am so grateful for everything she has done for my business. Because of her I have been able to grow my company as well as regain a bit of my personal life that has been missing ever since becoming a small business owner."

--Beth Helmstetter

--Beth Helmstetter Events

"Able Assistants is a very easy company to do business with....Able Assistants is very reliable and is always available to meet our needs. Simply put, Able Assistants handles all of the details so I don't have to. I would recommend this company to anyone in need of any type of administrative assistance."

--Tony Zuccato

--Produce Pro

"Able Assistants was referred to me to use for my start up business. The experience has been really amazing and I am very satisfied working with Able Assistants. Everything I ask of them is completed immediately and with great professionalism (personally I feel that most services have gotten away from this aspect)."

--Carletta McKinney

--McKinney Conference Service

**You can find out more about what
our clients think of our services at
www.AbleAssistants.com.**