

## DO YOU NEED A VIRTUAL ASSISTANT?

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Do you have enough time each day to focus on your business and to take care of your clients' needs?

Are you spending too much time on administrative tasks ?

Have you ever wished that you could find someone you could work with on an as-needed basis to take care of the details?

If you have ever wished you could have access to all of the support benefits of an executive in a major corporation for a fraction of the cost, what you need is a Virtual Assistant.

What you need is to Focus on Your Business, and Leave the Details to Us.

[www.croftvs.com](http://www.croftvs.com)  
Phone: 832-295-9804  
Fax: 832-422-1312  
E-mail: [jaclyn@croftvs.com](mailto:jaclyn@croftvs.com)

13121 Louetta Road, #1150  
Cypress, Texas 77429

CROFT VIRTUAL SOLUTIONS

## CROFT VIRTUAL SOLUTIONS

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JACLYN M. CROFT, GVA  
OWNER/VIRTUAL ASSISTANT



Focus on Your Business, and  
Leave the Details to Us.

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## ABOUT US

**A**s the owner of Croft Virtual Solutions, and with over twenty years of administrative and secretarial experience, Jaelyn Croft enjoys providing administrative support and specialized services for small and large businesses, executives, sales professionals and other busy people just like you.

From her own office using leading-edge technology and her own equipment, Jaelyn is able to skillfully complete work assignments via the Internet, e-mail, mail, fax, diskette or CD.

When you are ready to discuss the ways she can give you more time each day to focus on your business, just call 832-295-9804 or visit [www.croftvs.com](http://www.croftvs.com).

# HOW CAN WE HELP YOU?

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## SERVICES OFFERED

**A**s a professional Virtual Assistant, Jaelyn is part of an elite group of professionals who have achieved the highest standards of integrity, experience, training and ethics.

As your Virtual Assistant, she is able to offer many services for your business, including the following:

- Word Processing
- Desktop Publishing
- Database & Contact Management
- E-mail Management
- Digital & Tape Transcription
- Proofreading and Editing
- Calendar Management & Reminders
- Presentations & Spreadsheets
- Scanning & PDF Conversions

Our goal is to be available to our clients on an as-needed basis for any project, small or large.



## COST EFFECTIVE

**A**t Croft Virtual Solutions, we believe you should get what you pay for. Since we provide our own office, furniture, computer equipment and software, those expenses are eliminated, as well as the cost of employee payroll taxes and benefits such as vacations, sick time, bonuses, insurance and overtime pay. Since we only charge for actual time worked, we eliminate your need to pay an employee for unproductive time. That's just smart business sense.

We are independent business owners just like you, and we're on your side.

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