

Services Offered by Davis Virtual Resources

BOOKKEEPING:

- preparing and sending invoices to clients
- entering monthly transactions into bookkeeping software
- reconciling bank, credit card, and other account statements
- sending reminders for paying bills on their due dates
- writing and preparing checks to be signed to pay bills

TRAINING SERVICES:

- training business owners on QuickBooks/Quicken
- follow-up on training (very important)
- coaching in Word, Excel, PowerPoint

DATABASE MANAGEMENT:

- entering business card data into a database
- sending an introductory letter to new prospect leads
- sending scheduled marketing pieces to clients and prospects
- tracking marketing efforts and summarizing the results in a report
- sending regular follow-ups, reminders, and communications to clients
- calling people for missing contact information
- sending fax and email broadcasts

DESKTOP PUBLISHING:

- designing and emailing newsletter campaigns
- designing and printing brochures and business cards
- creating flyers, price lists, and other marketing documents
- laying out, printing, and mailing regular client newsletters
- preparing professional-looking certificates for seminar participants
- printing labels using company logos or clip art

INTERNET SERVICES:

- maintaining a newsletter subscription database
- posting announcements and newsletter issues to the list
- performing an Internet search for an item or piece of information
- editing or uploading new information to a website

MARKETING SERVICES:

- sending out the appropriate sales brochures for inquiries
- creating and mailing a customer feedback questionnaire
- tracking the responses to this questionnaire
- summarizing the responses and suggestions in a report

PERSONNEL SERVICES:

- set up payroll with employee information
- preparing employees for filing forms
- reviewing resumes and summarizing each in a short biography
- interviewing potential candidates for job position
- creating ad placement for open positions

PRESENTATIONS

- preparing PowerPoint slides from sketches of diagrams and charts
- sending questionnaires to seminar participants before the talk
- tracking completed questionnaires and calling non-responders
- summarizing the questionnaire results in a report

SECRETARIAL SERVICES:

- confirming upcoming appointments
- scheduling event locations and prices
- creating mapping for scheduled events
- storing back-up computer tapes for safekeeping
- tracking birthdays, anniversaries, and other important dates
- sending out the appropriate cards or gifts for special events
- managing lists of necessary office supplies and ordering refills
- coordinating air travel, car rental, and hotel reservations

TRANSCRIPTION SERVICES:

- typing letters and memos from tape or handwritten notes
- typing legal transcripts from cassette tape

WORD PROCESSING:

- typing handwritten notes from a meeting or seminar
- typing letters, printing on stationery, addressing, and mailing
- proofreading, editing, and checking spelling / grammar
- laying out larger documents