

Virtual Assistant Boot Camp eBook

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The Virtual Assistant Boot Camp eBook is designed to help you decode the start-up process one step at a time. The Virtual Assistant Boot Camp eBook is only \$29 and answers a majority of the questions that you want to know about starting your own Virtual Assistant business. When you start a Virtual Assistant business, you become your own bookkeeper, computer repair person, marketing assistant...ARE YOU READY?

You have a lot of questions when it comes to starting a Virtual Assistant business. You've probably asked questions like:

What do I need to get started?

How do I find clients?

What type of equipment do I need?

How do I launch my business?

The Virtual Assistant Boot Camp eBook will walk you through the basics of getting Virtual Assistant business up and running. The eBook explains everything.

Our Table of Contents is as follows:

- Introduction
- What VA startup Is Before You Begin
- Understanding this Course

What is a Virtual Assistant and How Did It All Begin?

- What Does a Virtual Assistant Do?
- Is Being a Virtual Assistant Right For You?

Your Business

- Setting up Your Home Office
 - Location
 - Office Checklist
- Defining Your Virtual Business
 - Your Business Goals
 - What are Your Services?
 - Should you buy Business Insurance?
 - How Much Will You Charge?
 - Who Will Benefit From Your Services?
- What Is My Business Structure?
- Writing Your Business Plan
- Client Contracts
 - Types of Contracts
- Bookkeeping
 - What's the Purpose of Bookkeeping?
 - Designing Your Invoice
 - Keeping it up to Date
- Business Banking
 - Why Open a Business Account
 - Questions to Ask Potential Banks
 - Setting up Online Merchant Accounts

Marketing Your Business

- Naming Your Business
 - What Makes A Good Business Name?
- Logos and Taglines

Building Your Website

- Do-It-Yourself vs. Getting-It-Done-For-You

Business Cards and Stationery

- Be Creative

- When and Where to Give them Out

- Alternatives

Search Engine Optimization

- What is Search Engine Optimization?

- How Can You Put This Into Practice?

Press Release

- What is a Press Release?

- Getting the Maximum Effect from your Press Release

- Where to use your Press Release

Power Point Presentations

- What to put in your Presentation

- Where to use your Presentation

E-Networking

- E-mail Lists

- E-Newsletters

- Email Signatures

Your Business and Connections

- Identifying Existing Connections and Making More

- Previous Connections

Learning To Sell Your Business

- The Mirror / The Video

- Picking You Over Competition

Client Relations

- Preparing to Meet Your Client

- During the Meeting

A Successful Virtual Business

- Learning To Manage Your Time

- Organization

- Decoding Poor Time-Management

Hiring A Business Coach

- What is a Business Coach?

- Benefits of a Business Coach

- How to Choose One

- Where to Find a Business Coach