

**Virtual Business Solutions
Checklist**

Marketing Support				
Services Provided	Top Priority	Next Priority	Maybe	Notes
Manage Direct Mail Campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creation of Branded Media Kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mass Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Postcards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letterhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logo Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
One Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PowerPoint Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welcome/Information Packets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Research & Analysis				
Competitor Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Market Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Product or Service Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative & Executive Support				
Services Provided	Top Priority	Next Priority	Maybe	Notes
Business & Personal Reservations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calendar Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Topic/Internet Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E-mail Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follow Up Emails & Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gift Selection & Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reminders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacation Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule & Confirm Appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remote Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
eBay Shop Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contact Management				
Bulk Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Card Scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Feedback Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CRM Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Satisfaction Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Database Consolidation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Database Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Distribution Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information Updating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mailing Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document Services				
Pdf Conversion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Word Document conversion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Transcription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manage Large Print Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manage Custom Print Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Real Estate Services				
Services Provided	Top Priority	Next Priority	Maybe	Notes
Transaction Coordination (Closings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create Property Flyers & Brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Just Listed & Just Sold Postcards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and Update Listing Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manage MLS Listings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compile Buyer/Seller Packets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E-Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Print Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manage Advertisements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purchase & Send Closing Gifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bookkeeping Support				
Services Provided	Top Priority	Next Priority	Maybe	Notes
Accounts Payable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Late Payment Follow Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bill Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
File Back Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invoicing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Tasks I Need To				
Type of Support	Top Priority	Next Priority	Maybe	Notes
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

