



Administrative - Clerical - Graphic Design
for the small business owner

"Tempus Fugit"-Time Flies
Let me add a little more sand
to the top of your hourglass.



Providing you a virtual assistant with
flexible options for your small business.

Single Projects at an hourly rate
or
Recurring/short-term support with our
"Time Blocks"

*A Time Block provides 1 hour dedicated solely to your business tasks.
Schedule them when you need them for maximum flexibility!*

Contact Vanessa Rehac
let's talk about how I can help.



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A sample of some of the services I provide.
Don't see your task-just ask!

*Data entry
Email management & marketing tools
Website/SM content and updating
Appointment/Booking confirmation
Preparation of client mailings
Notary Public
On-Site options for travel fee
Individual Custom Design of Materials
Brochures - Signs- Postcards
Newsletters -Invitations for any occasion
Custom forms, planners, calendars,
Customized Journals/Pages for discbound
Planners (Happy Planner/TUL/ ARC...)*

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