



You can't make more time, but you can always make more money. **BCG Virtual Assistance frees up your time so you can focus on making more money. It's that simple.** We offer services in five different categories:

Maintenance

- We maintain your media contact database so you're in touch with the right people.
- We perform online research about topics important to the growth of your business.
- We maintain your customer database to keep it accurate and ensure you can reach your clients.

Correspondence

- We write and mail printed letters and e-mail correspondence so you stay in touch.
- We send print or online birthday greetings to customers to show your customers you're thinking of them.
- We send thank you notes to contacts made after networking events to start the marketing cycle.

Business Management

- We manage your task list for you so you're always up to speed.
- We manage your calendar so you always know what's coming up.
- We back up, clean up, and maintain your computer so your business runs smoothly.

Outreach

- We submit press releases to local and area media outlets to promote your business.
- We proofread and edit business documents so they represent you well.
- We manage development and distribution of your client e-mail newsletter so you're in constant contact.

Web and Social Media

- We help you maintain your website, blog, and/or e-commerce account so you're always online.
- We identify, create, and maintain social network profiles so you market to more people more effectively.
- We can take photos and videos at your location to make your social media and website pages pop.

Simple and Flexible Plans

Now that you know what we do, you can choose from one of our three service plans that works best for you.

Hourly	Usable Hours	Everything
If you need to use specific services for a few hours a month, we'll charge you for only the hours you use . And we won't charge you (and reset the meter) until the first day of the following month.	This is the best way to get our VA services and fit your budget. We'll give you as many of our services as you need for 8 hours a month . We don't charge you until the first day of the following month.	If you need to keep us at your beck and call, we'll provide all our services when you need them for one monthly price. We don't charge you until the first day of the following month.
\$50 per hour	\$300 per month	\$750 per month

Ready to start?

E-mail us at va@butow.net or call us at 916-870-7107.

Butow Communications Group • www.butow.net

Want to try us out? Have us work for an hour or two at our hourly rate, and if you like us, we can work up from there.