



THE MOST SOLUTIONS ORIENTED VIRTUAL ASSISTANCE EVER

Why Entrepreneurs,  
Professionals,  
and Realtors partner with  
Easy Outdesk?

## We start with two facts about your business

**Fact Number One** – You are good at what you do. Obviously, you are good, because you are a successful business.

**Fact Number Two** – In support of what you do, you provide many support services. Services like clerical, phones, suppliers, organising meetings and other activities.

## Our Vision

We at EASYOUTDESK have more than ten years of enriched experience in many business domains. We will support and collaborate in the back office tasks of small to large businesses, and both locally and globally. We will offer services at a better benchmarked price which we will know that you can find nowhere else.

## About EASYOUTDESK

Here at EASYOUTDESK, we understand more than anyone how important it is for you to have a seamless company operation. You must make sure that every single aspect of your business flows and that your services are integrated with one another, so you can provide a good, all-round service to your customers.

## Here are some good questions for you

- Does your workload make you feel overwhelmed?
- Do you need someone to dig you out from administrative tasks?
- Do you want to focus on what jobs only you can do?
- Do you need more production with less stress?
- Do you need help, but not a full time sitting assistant at your office?
- Is assigning tasks to your full time assistant a big challenging task you have to do every day?
- Do you want more time for your family and friends?
- Have you got some tasks which need to be done overnight but you don't want to stay awake all through the night?

If MOST or FEW or even ONE answers to these questions is a 'YES' Then you have to hire a Virtual Assistant.

## But you have some reservations?

### Of course you do!

Now I know what you are thinking

*You are thinking 'That is all very well, but can I trust these strangers with my business?'*

*You are also probably thinking 'How much is this going to cost?'*

*You might even be thinking 'How can they even make this suggestion?'*

So let me answer these questions for you, please.

## Our Business

We started EASYOUTDESK because we knew that more and more businesses were not reaching their full potential as they struggled with getting basic tasks done. They were spending more time than required on core tasks without having the resources to handle clerical organisation as well. If that sounds like you, we're proud to say that we can help you to eliminate those problems and all while boosting your business efficiency, profit, customer support and quality of service provided. In short, we're the one-stop shop for anyone who wants to improve their business.

## What are Virtual Assistants?

Virtual Assistants are people who help the business owners with day to day tasks so that the business owner can focus on dealing with clients and suppliers without having the need to focus on other issues that are not as important.

## Our Virtual Assistants

Our Virtual Assistants can help you with digital marketing, clerical tasks, work flow processes, systematic procedures, data engineering, business automation, and any other aspect of your company. We aren't just Virtual Assistants, we're a team of highly seasoned experts who work to guarantee results. We are completely confident that you won't find anyone else who can provide you with the support system you need to fuel your business.

Unlike other Virtual Assistants, we don't provide a cookie-cutter service. Our services are completely catered to meet your needs. That is why when you get in touch with us, we'll run you through an entire plan of action that has been painstakingly crafted to meet your business requirements. It's as simple as that. Our team continues to make us proud on a daily basis with the work they do to support our ever-growing client base.

## Trust

At EASYOUTDESK we acknowledge that trust is the most vital factor in the relationship with our clients.

We take all the means to ensure and entrust you that your intellectual property is guarded and safe with us.

We thoroughly check the references and history of every prospective Virtual Assistant.

Prior to employment, all our Virtual Assistants are required to read, understand and sign a Confidentiality and Non-Compete Agreement.

We also abide by a strict Moral Code that our Virtual Assistants must adhere to, or face immediate dismissal and withheld salaries

## Our Staff

EASYOUTDESK employ only the best and most experienced people as Virtual Assistants.

Most of our Virtual Assistants are graduates. The experienced top notch techy Virtual Assistants also have a place, but we ensure they can understand the client's requirement and provides flawless assistance.

All our Virtual Assistants are closely monitored by a Project Head.

The advantage of hiring Virtual Assistant is that they are dedicated towards their profession and perform well as you can end the contract on basis of poor performance at any time and this is something that these individuals do not want.

Their work has to be excellent all the time.

## Virtual Assistants Services We Offer

- Real estate support
- Technical support
- Customer service
- Data entry
- Consultation
- Personal assistant services
- Business Development
- Auction Assistant
- Student Management
- SEO Management
- SM Management
- Marketing Automation
- Data Mining
- Data Management
- Customer Success
- Website and graphic design
- Website management and updates
- Online and offline marketing and promotion

Virtual Assistants are information gatherers who strive to keep themselves updated with the latest information and changing technology. These attributes are what makes them employable and in demand. In recent years Virtual Assistants have also worked their way into many mainstream businesses with the arrival of new technologies.

## Virtual Assistants is the only solution for every Entrepreneur

Your business is something which is very important to you. You must realize that when you are running a business and you are new to the market, you have to take every step very carefully and this can only be done if your mind is focused on the tasks that need to be done in order to make your new business to be directed towards the right path. Small tasks that are of administrative nature might also require attention and if your attention is divided among many different important and less important tasks, your business will suffer. This is a risk that no Entrepreneur wants to take and that is why Virtual Assistants have become popular.

Virtual Assistants are professionals who can assist you with many different kinds of tasks while sitting at home. All that both of you need is a good internet connection so that you can communicate with each other frequently without any trouble. Effective communication requires the communication medium to be good so that the message is clear and understood.

## Mistakes are not good

When you are running a business, you have to take care of a lot of things. Too much 'busyness' can lead to poor decision making or even mistakes. Mistakes are not something that you can afford to make because they can cause you a lot of damage and cost you a lot of money. Whether you are running a multinational company or a local business in your hometown, there are meetings, supplies, clients and many other administrative matters that need your attention. When you are busy with a lot of things you cannot give all the matters the attention that they require, and this may lead to mistakes and delays in your schedule.

## Missing opportunities?

Have you ever?

- ❓ Missed a call or an important task just because of no time
- ❓ Missed a prospect just because of delayed email reply
- ❓ Arrived late to an important meeting?
- ❓ Been unable to settle personal things like getting a car, house or furniture

What are you waiting for? Keep calm and hire a Virtual Assistant right away. Be stress free and get your tasks done by the Virtual Assistant experts. Curiosity of outcome is the adventure in Business. At EASYOUTDESK, we assure curious outcome with caution.

These Virtual Assistants are self-employed and can manage different tasks that you give to them. You do not need to provide them a desk in your office.

## Fees

Can a Virtual Assistant really save you money? You may be surprised to learn how cost effective a Virtual Assistant can be. A good Virtual Assistant can not only save your business time and money but also help you to grow your business.

Businesses who use the services of Virtual Assistant have claimed as much as a 50% increase in the productivity of their business. Many Virtual Assistants are highly skilled in business procedures and can help identify cost effective ways to run your business.

When help comes to you at such a low cost, you should not ever make the mistake to refuse it.

**SCHEDULE A CALL TODAY & GET A QUOTE**

## Get started with **EASY OUTDESK**

This is how we start the process

- ✓ We discuss your needs with you
- ✓ We affirm that you're getting the suitably fitting Virtual Assistant to meet your demands
- ✓ We arrange a free and obligation free discussion with Virtual Assistant experts
- ✓ We understand your requirements
- ✓ We prioritize the tasks
- ✓ We discuss the skill sets required
- ✓ We agree on the internet and other tools that are needed

You then agree to sign up with **EASY OUTDESK**.

\* Our normal terms and conditions apply.



### Try us out

At **EASY OUTDESK** you may check us out by taking a test trial for 10 hours. You may then decide whether to proceed or not. There is no contract fee or cancellation fee and no obligation to continue.

## Contact Us

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Experience the most solutions oriented virtual assistance ever.

### FINAL THOUGHT

*Delaying to hire a Virtual Assistant is like postponing your business growth!*

 **Easy Outdesk**