



InfoWord Services

Debbie Buxton - Virtual Assistant

Office and Desktop Support

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Overwhelmed?

Need an extra pair of hands?

Lack the time to grow your business?

A Virtual Assistant (VA) is the answer to these questions. A VA is like having your own personal administrative assistant who saves you time, reduces your stress, and helps move your projects forward. A VA works to help you efficiently and productively manage your time and business. Wouldn't it be nice to have someone you can depend on to work on the details while you work on the big picture – income generation and a quality personal life?

InfoWord Services provides the VA service that you seek. I primarily work with small and home-based businesses providing dependable, quality, and timely office and desktop support. I strive to learn my client's business, then work closely with them to create the time needed to grow their business and balance their personal life.

A VA is not just a secretary from afar. InfoWord Services provides a variety of support services, from research to managing correspondence and messages (e-mail, snail mail, and telephone) to designing and distributing newsletters, brochures, and promotional materials to returning phone calls, working with vendors, and creating a website. I want to be a partner in my client's success – getting to know them, their business, and their customers.

InfoWord Services provides a variety of services and skills with a simple phone call, fax, or e-mail message at your convenience. I am an extra pair of hands, eyes, and ears with business, design, and creative experience to share. I offer individualized attention to help you move forward.

Contact me for a free half-hour needs assessment/consultation.