

Virtual Assistance Service Proposal



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WHO ARE WE?

**A Business Process Outsourcing
company located in the Philippines.**

**We specialize in providing
administrative support and various
business solutions for professionals,
startups and entrepreneurs across
the US and Canada**

**We aim to be your greatest and
reliable resource when it comes to
outsourcing time consuming tasks
through cost-effective, streamlined
and tailored fit services that will
leverage your business' potential and
will pave way to better opportunities
for your business.**

HELP US HELP YOUR BUSINESS GROW!

Outsource your time consuming tasks to us and focus on bringing new income opportunities to your business!

Save on overhead expenses without sacrificing quality of work.

Offload the least profitable tasks, focus on leveraging profit and create a more streamlined process for a smooth workflow to help move your business forward!



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REAL ESTATE VIRTUAL ASSISTANCE

Your virtual assistant can manage your listings, coordinate your transactions and even do market research for potential buyers, sellers and investors for your properties, Real estate virtual assistants possess the technical skills to manage your real estate tasks in order for you to focus on closing deals.

- **Contacts Database Management**
- **Listings Management**
- **MLS Management**
- **REO Coordination**
- **Property Management**
- **Transactions Coordination Assistance**
- **Email Marketing**
- **Create Single Property websites**
- **Run Comparable Market Analysis**
- **Reverse Prospecting**
- **Broker Price Opinion (BPO) / Appraisal Assistance**



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SERVICES

GENERAL ADMIN ASSISTANCE

Your virtual assistant can take care of administrative tasks such as email filtering, calendar management and database organization. Let your virtual assistant help you systematize your processes in place and your business become more organized and productive.

- **Email Filtering**
- **Calendar Management**
- **Database Organization**
- **Basic Bookkeeping**
- **Online Research**
- **Data Mining and Lead Generation**
- **Document Template Creation**
- **Personal Errands**
- **Deadline/Deliverables Tracking**
- **Preparing Online Meeting Minutes**
- **Preparation of Training Materials**

Your virtual assistant can handle your sales, customer service and tech support calls, Highly skilled contact center of representative will be your front-line customer support to ensure that no calls gets unanswered on your behalf.

INBOUND & OUTBOUND CALL CENTER

- **Sales Support**
- **Tech Support**
- **Customer Service**
- **Billing and Claims**
- **Call Routing**
- **Activation and Registration**
- **Cold Calling Prospecting**
- **Lead Follow-up**
- **Order Processing and fulfillment**
- **Phone Appointment and warm Transfer**



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SERVICES

Your hired Online Executive can create and effectively market your brand online. From website creation and blog management, a dedicated Online Executive will be able to help you drive traffic and increase your revenue through the leads generated from their efforts.

OTHER SUPPORT SERVICES

- **Website Development**
- **Blog Management**
- **Content/Blog Post Creation**
- **Blogging/Copywriting**
- **Moderate Blog Comments**
- **Creating Email Newsletter**
- **Design Logos, Banners etc.**
- **Design Landing Pages**
- **Basic Video Editing**
- **Social Media Management**

HOW DO WE GET STARTED?

- Tell us what you need.
- We match your needs with an O-Exec VA with the right skill set.
- Meet your O-Exec VA.
- Sign the Service Agreement.
- Finalize your TO-Do list.
- Start Date!

WHAT HAPPENS NEXT?

Our Project Lead will be overseeing the work of your dedicated O-Exec VA to ensure smooth task completion and also make sure we understand and communicate with the client in delivering the day to day project's goals and objectives.

We constantly provide refresher courses for our O-Exec VAs to make sure that we maintain the level of efficiency, knowledge and accuracy in performing each and every task.

Our Project Leads will also be responsible for taking over the job of the VA should any emergencies arise and communicate the issues that will affect the productivity.

GEXEC

business process outsourcing

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RATES AND FEES

We will require a one time, set-up fee of **\$100** to be paid upfront upon the execution of the Service Agreement. This fee will be non-refundable and non-transferable.

We charge **\$6** per hour for ALL the tasks combined.

The Client will be responsible for any fees incurred by the payment gateway used or charges that will be applicable for when sending the funds to pay for the services.

TERMS & CONDITIONS

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We send off invoices every 15th and end of the month.

For months that exceed 20 working days, the extra working **day/s** shall be paid by the client in regular rate per hour x the number of hours rendered.

WHY CHOOSE O-EXEC?

WE WORK IN AN OFFICE-BASED SETTING

Less to no power interruption and internet issues. Our office is equipped with fast and reliable internet connection, standby power generator.

YOU DIDN'T JUST HIRE A VA, YOU HIRED A TEAM!

Your O-Exec VA is well monitored and supervised by a knowledgeable and experience Virtual Assistant who will always provide support in any circumstance.

SIGNIFICANT SAVINGS!

And because we work from offshore, you will be hiring a competent yet experienced VA that is at par with any in house assistant you can get locally.

WE ARE EXCITED TO WORK WITH YOU!

We cannot wait to add value to your business and support your efforts in growing your income revenue.

SUCCESS!

We will get in touch with you next week to arrange follow-up conversation regarding this proposal.

Should you have any concerns, please do not hesitate to reach out and send us an email to clientconcerns@o-exec.com.

We hope to hear back from you soon!



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