



VIRTUAL ASSISTANT SERVICES

Virtual Assistant Services That Let You
GET BACK TO BUSINESS

We offer three highly customizable plans for our VA services:



BUSINESS PLAN

Whether you're scaling up or downsizing, Pena4's Business Plan delivers the right VA fit for your business needs



ENTREPRENEUR PLAN

Our Entrepreneur Plan allows you to offload administrative functionality so you can stay focused on generating revenue and growing your small business



CONSUMER PLAN

Pena4's Consumer Plan can help you prioritize and spend your free time doing things you actually want to do

Hiring internal support professionals requires an investment of time and resources that many organizations simply can't afford.

As a result, larger companies will "make do," stretching their current workforce across multiple functions — and small business owners will continue to (at least try to) do everything themselves.

Pena4's Virtual Assistant capabilities help large organizations, solopreneurs, and even individuals access skilled, trained, and professional Virtual Assistants who perform a wide range of tasks, including:

- ✓ Conduct Research (via Internet)
- ✓ Manage Calendars
- ✓ Research and Book Travel
- ✓ Provide Wake-up Calls
- ✓ Appointment Reminders
- ✓ Manage Social Media Profiles
- ✓ Set up and Coordinate Webinars
- ✓ Provide Telemarketing and Lead Generation
- ✓ Provide Customer Service and Support
- ✓ Manage Blogs
- ✓ Follow Up on Leads and New Queries
- ✓ Manage CRM
- ✓ Basic Photo Editing, Back-up, etc
- ✓ IT Live Chat/ Email/ Phone Support
- ✓ Pay Bills
- ✓ Monitor and Maintain Subscriptions
- ✓ Coordinate Events, Personal Commitments, Dr. Appointments, Childcare, etc.
- ✓ Manage and Organize Data, Documents, and Information
- ✓ Provide Clerical Support for Word Processing, Data Entry, Registrations, etc.
- ✓ Maintain Editorial Calendar
- ✓ Format and Design of PowerPoint Presentations
- ✓ Type, Compile and Prepare Reports, Presentations and Correspondence
- ✓ Create Reports (Excel and Word-Based Reports)
- ✓ Create Office Memos and Official Company Forms or Documents

CONTACT PENA4 TO DISCUSS HIRING A VIRTUAL ASSISTANT TODAY!



610.435.5724
Info@Pena4.com
Pena4.com

- ✓ Manage Projects
- ✓ General Administrative Support
- ✓ Human Resources (Applicant Screening, Recruiting, Background Checks, etc.)
- ✓ Live Support (Phone/ chat/message board support)
- ✓ Mailing List Development

CHOOSE YOUR WEEKLY HOURS - PAY ONE FLAT MONTHLY RATE

Hiring internal support staff can quickly prove cost-prohibitive. Pena4's Virtual Assistant solutions are available at one flat monthly rate based on hours needed each week. Our customized VA solutions are a fraction of the price of hiring internal resources.

“We were very fortunate in selecting Pena4 ... a perfect fit for our very complex coding environment ... The excellent coding your organization has performed has had a positive impact of \$2 million..”

Mack B. Oliver, CEO,
Harbor-UCLA Faculty
Practice Plan Inc., CA

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