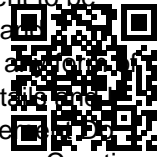




The services I offer are all found at: <https://lisasolutions.wordpress.com/> I currently provide the following services, please note this list is updated when needed. I can be contacted through the URL above if you would prefer to communicate via email also. IF you need a virtual assistant for a task and it is not listed below, please contact me and I will get back to you as soon as possible. I am currently available for: Virtual Assistant. Godaddy website set up. Website User Acceptance Testing. – Video recordings available. Social Media Branding Review Data Entry. Business plan reviews. Blog reviews. Spelling and grammar. Social Media set up. Email Organisation and Management. Minute taking....and much more! Virtual Assistant I offer virtual assistant services which involve all of the below options. Please contact me if you require a service which is not in the list. Godaddy website set up. I am able to provide a website set up using GODADDY, this involves creating an account for your business or personal needs and setting the website up for your business content. Website User Acceptance Testing I provide website UAT testing, this can be in the form of a screen recording or report for your website. Pricing varies depending on how many pages you would like to be reviewed. Social Media Branding Review I can review your social media accounts in correspondence with your website to ensure your branding represents the image you are trying to achieve. Data Entry I am accurate and a quick typist. I am available for data entry projects, please contact me via the Contact page in order to quote for the amount of data entry that you require. Business plan reviews. Provide your full business plan and I will review and comment on your content. There will be full confidentiality and the content will not be shared with any third party. Finances will not be commented on as this is your full responsibility, however readability, spelling and grammar, business definition, prototypes, marketing etc will be reviewed and

comments provided on possibly improvements. Blog reviews. Provide your blogs for the content to be reviewed. More being asked to the internet checks will be related on blogs. Selling and getting as well as under 120 ability. Getting the grammar. You need a whole blog or a few. On a variation in reviewing the spelling. Is your mar? So, I seem set up to provide your details. We've seen many social media account for your business, your organisation or your management. Do you need someone to re-organise your emails and create a management system? This involves: Creating folders for your emails. Filing your emails appropriately within the folders. Answering emails if needed.



Virtual Assistant available evenings and weekend