



OUR HISTORY

Your Virtual Right Hand has been providing virtual support services since 2009. We are an international company with offices in the United States and Israel.

We have a staff of dedicated professionals who are ready and willing to virtually do whatever your business needs. We specialize in providing business services, web design, development and optimization, translation and other administrative support services.

When you use Your Virtual Right Hand's full-service business building consulting, web design & support, database design, graphic design, and virtual assistant expertise you will achieve the lasting results you desire.



Your Virtual Right Hand

**HOW CAN YOU MAKE SURE
YOUR COMPANY HAS THE
BEST VIRTUAL SUPPORT
AVAILABLE?**

**YOU CAN PARTNER WITH
YOUR VIRTUAL RIGHT
HAND!**

Your business will be getting extended office hours. More hours invested towards business means more earnings. Hiring our professional Virtual Assistants from different time zones can give you extra business hours.

Call or email us today with your specific business needs and we will provide you with a free analysis of the services that your business will benefit from and a free quotation of the costs to achieve your project's success!! Whatever your needs may be, we can fill them virtually!!

*"As a business manager, you need to take a hard look at your core competencies... and use modern communication technology to work closely with the people. Now partners, instead of employees, are doing the work." -- Bill Gates,
Time Magazine, April 1999*

Dedicated Virtual Assistance
for your Business

We Work Hard So You Don't Have To!

US OFFICE: 630-618-9505

EMAIL: INFO@YOURVIRTUALRIGHTHAND.COM

ISRAEL OFFICE: 972-77-541-1895

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YOURVIRTUALRIGHTHAND.COM



THE **Your Virtual Right Hand** DIFFERENCE.

FREQUENTLY ASKED QUESTIONS

Q What is a Virtual Assistant?

A A Virtual Assistant (VA) is a highly skilled, professional who provides administrative, technical and creative virtual services to businesses and individuals anywhere in the world, using the high-technology tools of today.

Q How do I communicate my project needs to Your Virtual Right Hand?

A Your project needs can be communicated through email or regular mail, via on-line webinar or by fax or phone.

Q How can a VA from Your Virtual Right Hand save me money?

A Our VAs are only paid for time actually worked. Also you save money on the expense of providing office space, furniture, equipment, office supplies, technical training and employee benefits.

Q Is a VA considered an employee?

A No. VAs work on an independent contractor basis. When you use a VA, you are not responsible for any employee related taxes or benefits.

Q How is your project time spent tracked?

A We use time tracking software that allows us to punch in when we start a task and punch out when we complete it or need to step away from our desk. We bill only for actual time spent on the project, we do not round up our time.

YOUR VIRTUAL RIGHT HAND HAS A PROVEN RECORD OF HELPING BUSINESSES CUT BACK EXPENSES WITH RELIABLE VIRTUAL ASSISTANCE.

Your Virtual Right Hand's expert team will collaborate with your business to dramatically improve your efficiency and your bottom line! A few of the many services that we offer:

Business Services:

- ✚ Professional and Technical Writing
- ✚ Proofreading and Editing Services
- ✚ PowerPoint Slide Show Presentations
- ✚ Marketing Campaigns
- ✚ Scheduling and Calendar Maintenance
- ✚ Phone Call &/or Email Monitoring
- ✚ Data Entry (Word Processing & Spreadsheets)
- ✚ Newsletter & Brochure Creation
- ✚ Forms Development
- ✚ Internet Research

IT Services:

- ✚ Database Design, Programming & Maintenance
- ✚ Report Design and Automation (e.g. Crystal reports, Excel and etc.)
- ✚ Software Training & Support via Go To Meeting

Website Services:

- ✚ Website Design/Maintenance
- ✚ Website Content creation/editing
- ✚ Search Engine Optimization (SEO)
- ✚ Social Media Optimization (SMO)

Translation Services:

- ✚ Documents (Legal, Medical, Technical & etc.)
- ✚ Websites
- ✚ Passports