
FOR IMMEDIATE RELEASE
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AVA Professional Support Services Celebrates Anniversary

(EXTON, PENNSYLVANIA) March 14, 2008 – After a month-long anniversary celebration which included a drawing for a gift certificate, on-line wordsmith games, and client discounts, AVA Professional Support Services of Exton, Pennsylvania is pleased to announce that Paul M. is the recipient of their anniversary celebration gift card.

“We thank our clients for a great year and for affirming the value of partnering with a virtual assistant,” said Debbie Lynn Butler, founder of AVA Professional Support Services.

“Paul and every person who partners with a virtual assistant is a winner,” stated Ms. Butler. “After all, wouldn’t you enjoy finding more free time, delegating tasks that you don’t enjoy, decreasing non-billable hours for your business, or having a second set of eyes for proofreading and editing? Do what you love best and let a virtual assistant do the rest.”

According to Ms. Butler, more and more people are relying on a professional virtual assistant (VA) to handle time-wasting, less-desirable, non-billable, or bewildering tasks. Making appointments, paying bills on-line, sending greeting cards, writing letters, proofreading, word processing, and doing on-line research are all routine services that can be provided for anyone, regardless of location.

For the business owner partnering with AVA Professional Support Services, assistance also includes using Microsoft Office 2007 and Office Small Business Live to advantage: handle messages, create and maintain Excel spreadsheets and Word and Publisher documents, produce mailings, develop a basic Web presence, and enable clients to express themselves more professionally in print and on-line. The company specializes in administrative support and wordsmithing—proofreading, editing, checking grammar and spelling, reviewing documents that have been translated into English, and writing/rewriting copy. All of this is accomplished from their fully equipped office on an as-needed basis, without their clients having to pay for office space, equipment, new technology, training, or employment taxes and benefits as is the case with an in-house employee.

Is this your year to begin partnering with a virtual assistant?

Debbie Lynn Butler, founder of AVA Professional Support Services (<http://www.avapss.net>), is a graduate of the College of William and Mary, an EthicsCheck member of the International Virtual Assistants Association, and a VAccolade Award winner. Her company specializes in administrative support and wordsmithing. For more information about AVA Professional Support Services, visit their website at <http://www.avapss.net>.

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