




Do what you love best. Let AVA do the rest.™

 Time and cost saving virtual assistance for professionals

Some days I wish I had my own virtual assistant on retainer to do all the necessary minutiae that still waits at the end of the work day. You know what I mean.

- Pay bills on-line.
- Do something about the (personal, business, sales and/or quarterly) taxes. ☺
- Send personalized birthday, anniversary, or holiday greetings.
- Write thank you notes.
- Even better, find the perfect words for a sympathy card.
- Call and schedule a state inspection and oil change for the car. (Listen to the annoying prerecorded message about how much customer service means to the dealership while stuck on hold for 15 minutes!)
- Check through records to determine whether the requisite time has passed since the last dental appointment, eye exam, etc. in order for insurance to cover another checkup.
- Call the medical provider's office to make an appointment and/or request a referral.
- Fill out the insurance paperwork.
- Refill prescriptions on-line or over the phone.
- Determine which e-mail and messages need my response.
- Follow up with the response promised.
- Research options for something I need (non-emergency repairs, hotel rooms for a family reunion, the perfect gift, etc.)
- Check everyone's calendar to see who will be home for dinner and who needs to be somewhere else after dinner.
- Get dinner on the table. Even this is not beyond the capability of a VA who does phone or on-line ordering of gifts and services.