

What is a Virtual Assistant?

MAPLE VA SERVICES



WHAT IS A VA?

A Virtual Assistant (VA) is someone who can provide your business with administrative support to help you save time and get back to running the business you love.

WHAT SERVICES DO VA'S OFFER?

VA's can offer a number of different admin services to help your business. Here at Maple VA Services we offer data entry, diary management, social media management, presentation creation, Email Management and Audio-Typing Services. All of our services can be tailored to your business needs.



ABOUT MAPLE VA

Maple VA Services is a virtual assistant business set up in Staffordshire by Bethany Backhouse. Bethany has a lot of experience in the VA industry working with other VA's such as Curlew Secretarial Solutions and enjoys spending time completing admin tasks!

HOW CAN WE HELP YOU?

Maple VA Services offer you time. This time means you can spend your day out enjoying the practical aspects of your business or means you can enjoy some spare time without worrying about your paper work.

GET IN TOUCH!

If you would like to find out more or if you are interested in our services feel free to get in touch!

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