



# JERPAT Virtual Assistants

"AFFORDABLE VIRTUAL BUSINESS SOLUTIONS."

20269 Smoky Hill Road,  
Suite 136 B  
Centennial, Colorado  
Phone: 303.766.3051  
VM: 877.506.2637 ext. 702  
Fax: 866.301.7735  
E-mail: va@jerp.at.org  
Web: www.moretime4u.org

I trust the team at JERPAT to come through on any projects in which we have need. Their attitude is client-centered and a real pleasure to do business with.

I would recommend them highly!

*Dr Scott Rosenthal,  
President, Career Impact*

JERPAT VA's have been extremely helpful to me. I realized I was spending a lot of time researching places to submit articles and not using that time to see clients. JERPAT VA's have now done that for me and have done an excellent job. They are very efficient and hard working. I am now able to accomplish much more with their professional and thorough work.

*Kimberly Chastain, MS,  
LMFT  
Christian Working Mom  
Coach and Licensed  
Marriage and Family  
Therapist*

## How to take your business to the next level?

When you started your business, you chose the type of business you did because you love it. If you're a coach, you may have started your business because you love helping people realize their potential. If you're a realtor, you may have started your business because you love seeing the excitement on someone's face when they find the perfect home. No matter what the reason was, it was because you loved something about the business and how it made you feel.

When you were in the planning process and the opening of your business, there was a sense of excitement about everything you did. The first time you held your business cards and looked at your name, you couldn't contain yourself. When the first paycheck came in, you couldn't wait to deposit it and record it in the books. Writing your first proposal or at your first meeting with a potential client, your palms were sweaty.

Do you ever wonder what happened to those feelings of excitement and trepidation? Has your business become routine? Is it moving forward, or is it the same thing day in and day out? Have you sat down and thought about what is diminishing the excitement in your business? Is it the bookkeeping that seems to take up one whole day a week or month to maintain, or sending out the thank you notes, or ordering supplies? Do you get excited when you have to sit down at your desk and take care of the administrative tasks, or do you dread it and put it off until it seems overwhelming?

When opening a business, many don't realize all the mundane tasks that go along with their beloved work. Running your own business is different from working for someone else and just doing the tasks you were hired to complete. When working for someone else, the business portion is done for you. When running your own business, you have to do it all! This may be holding you up from growing your business further. Let's analyze how doing the administrative end of your business is holding you up.

For scenario purposes you are spending 10 hours/week on administrative tasks (bookkeeping, marketing, follow-up, etc.). You charge an hourly rate of \$100/hour when you are working with clients. So, if you are losing 10 hours/week on administrative tasks you are losing \$1000/week. That is \$4000/month you are losing doing administrative tasks.

What if you could hire someone for \$35/hour to do your administrative tasks so that you could spend the time doing what you love? What would be the gain for you? It would cost you \$350/week to have someone else complete the work. This subtracted from the \$1000/week you would be freed up to earn, would leave you with an extra \$650/week or \$2600/month! Wow, that is a great increase for doing only what you love!

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I've been really buried for so long but between your help and Dolly's I'm coming out from under!  
*Patty Beach, MSOD, MCC Partner, True North Programs*

Patty does an superb job of proofing and editing. Recently she assisted me with my new book -- *The Virtual Assistant Solution Pack: A Guide to Starting a VA or WP Business - a Word Perfect Office Ready Product*. I was under a tight deadline and not only was she able to help me make my deadline, but her professional proofing abilities caught things that I never would have seen. She also added suggestions, which made for a much better book. I recommend her highly!  
*Diana Ennen*  
Author - *Words From Home, VA Series: Become a Highly Successful, Sought After VA, & The VA Solution Pack*

Are you worried you don't have the space to hire someone to come in and work? Or you don't always have enough work for 10 hours/week for someone? What about the cost of a computer and supplies for the person coming in? With these barriers and all the others you've probably thought of while reading this, is it really worth it to hire an assistant?

What if I told you there is a whole world of assistants out there who can help you overcome these barriers? Assistants who have their own computers, supplies, and even office space. Assistants who are willing to work only when you need them, and don't require you to commit to "x" amount of hours. These assistants have labeled themselves virtual assistants, and they are taking the world by storm. You can literally find assistants stationed in America, Australia, Europe, and more. The great thing is a virtual assistant doesn't have to live in your town, state, or even your own country for you to work with them. I won't spend the time in this report sharing how they can do it all, while living in other parts of the country and even other parts of the world, but they can. And I promised to share with you how to take your business to the next level...

Do you consider making an extra \$2600/month (as mentioned in the scenario above) taking your business to the next level? Or even the fact that you could start devoting more of your time to doing what you really love than doing the things you hate as a step up to the next level? By hiring a virtual assistant you can start taking these steps in the direction to loving your business again! Here are some ideas on how you can use a virtual assistant to free up your time:

1. Send your virtual assistant your list of appointments for the week, and they can call to confirm the appointments for you.
2. You need a new computer, but don't have the time research computer prices and what computer would best fit your needs, so you have your virtual assistant put together a report with their recommendations.
3. You "try" to send a thank you note after your first appointment with a new client (or after a sale), but find it takes you three weeks to get your notes out. You can now send the information to your virtual assistant, let her know who you need it sent to, and she can get it out, sometimes the same day!
4. You normally rely on your spell checker to check your less than perfect grammar in a business letter and hope for the best. Send an outline to your virtual assistant, she can type it up and proof it, plus mail it out for you.
5. You go to weekly networking events and collect business cards, but don't have time to put them into your contacts system to follow-up. You can send them to your virtual assistant weekly or monthly to enter into your contacts. She can even send a follow-up email or letter for you!
6. You designed your marketing materials years ago. They could use some sprucing up or even a complete redesign. Your virtual assistant can redesign them, format them for the printers, and send them to the printers. She can even research different printers to find the best price for you!

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Thanks again for your help on yet another rush project! You are my hero!

*Karen L. Reddick  
V-And-E-Services*

I want to thank you and your team again for coming to my rescue in this project – teamwork is what it takes! I hope to use your services (and hopefully, your team) again in the near future.

I'll stay in touch.

*Cheryl Callighan, MVA  
EOOffice-Virtual Assistants LLC*

6. Haven't enjoyed a vacation since you started your business because you need to check and respond to your emails? Have your emails forwarded to your virtual assistant. She can check them and respond, contacting you only if necessary.
7. Have you been sending out a newsletter that only sometimes or rarely makes it out? Have your virtual assistant find the content, put it together, and send it out.
8. Tired of balancing your checkbook? Send your virtual assistant your receipts and they can enter them into your accounting software, balance your checkbook, and even invoice your clients.
9. Need to go on a business trip? Give your virtual assistant the details, and she can arrange your flight, hotel, car rental, and set up all needed appointments while there. (She can even make dinner reservations for you at your favorite restaurant so you can enjoy your trip. Why not even use your virtual assistant to plan your vacation?)

These are only a few of the things a virtual assistant can do for you to start freeing up your time so you can focus on taking your business to the next level. Imagine handing these simple tasks to a trusted assistant, and not having to give them another thought, except to see them on a completed list. You might even find the time to leave work early to spend some time with your family!

If you want to learn more about how to work with a virtual assistant and if a virtual assistant would help you, contact us for a FREE no obligation consultation. You can send us an email at [va@jerp.at.org](mailto:va@jerp.at.org) or call us direct at 303.766.3051.

*Patty Benton is the owner of JERPAT Virtual Assistants and JERPAT Web Design, [www.moretime4u.org](http://www.moretime4u.org), which provides affordable administrative and web design support to coaches, small businesses, religious organizations, and realtors. Additionally, Patty is a coach for new entrepreneurs interested in venturing into the virtual assistance industry that is affordable to all, and she has also written an e-book that takes virtual assistants through the process of setting up their business. Visit her coaching site at [www.virtualvacoach.com](http://www.virtualvacoach.com) for program details and great business resources. She has also partnered to establish the ministry Acknowledging Christ Together at Work [www.actatwork.com](http://www.actatwork.com). If you would like to receive Patty's articles and other tips in your mailbox every month, you can sign up at [www.mortime4u.org/home.html](http://www.mortime4u.org/home.html).*

Special thanks to team member Paula Dodds of P.S. Dodds for editing and making suggestions.

## How to Take Your Business to the Next Level Coupon

This coupon entitles Recipient

to **Get \$5 off your first project's hourly rate up to \$100**

Authorized by *Patty Benton-Owner*

Expires **N/A**

CODE:: FR001

\*Client may only use coupon on first project or first month's retainer. \$100 maximum may be deducted from final invoice. Coupon may only be used once.