



# THE VIRTUAL KEYBOARD

Phone: 941-752-1510  
Fax: 941-727-3275  
Email: VirtualKeyboard@juno.com

Astina M. Jones  
President

6435 26th Street West  
Bradenton, Florida 34207

It's true. No one cares about your business more than you do. But when you engage me and my Virtual Keyboard to take on the tasks you don't have time to do yourself, you engage someone who cares almost as much! My goal is to help you care for your business by being a virtual extension of you in as many aspects as I can. Let me help you take the load off, so you can spend time doing what you do best—running your business.

## Call The Virtual Keyboard When You Need Help With:

- \* Word processing
- \* Data entry
- \* Letters and business correspondence
- \* Creating and designing forms
- \* Editing
- \* Creating and conducting surveys
- \* Spreadsheets
- \* Bulk mailing
- \* Customer support
- \* Proofreading
- \* Internet research
- \* And more

In fact, if it can be done on a computer, I can—and will—do it for you, competently, accurately, and with as much care as if I were doing it for my OWN business.

In an effort to help you grow and expand your business, I'll take on your projects as if they were mine. I think about what I'm doing, and will make sure you get the results you're looking for by asking questions, giving you ideas, and raising comments and concerns. I'll look out for you, and help you expand your ideas for current and future projects.

## The Virtual Keyboard Specializes in:

### Internet Research

I will research subjects of interest to you and your company, with delivery in MS Word, suitable for printing.

### Surveys

Ask your customers or potential customers what they think of your products or services and take the guesswork out! What questions do you have for your clients? I can create and email surveys to your target audience, or if you prefer, I can conduct surveys by phone.

### Word Processing

Need letters, newsletters, flyers, reports, mail merge, form letters, labels, business cards, help with creating and designing logos, or creating specific forms? I can do just about anything in Word, so I'm sure that if you need something not listed here, I can do it!

### Excel and Access

Need basic spreadsheets, charts and forms, data entry, lists, mail merge, or more? If Excel does it, I can do it, too...and I'd be glad to do it for you! I'm not an Access guru, but I can create basic databases using Access templates or by creating fields suitable for your project.

### PowerPoint

Need creative presentations to wow your target audience and prospects? I'll create a picture-perfect PowerPoint presentation using any material, such as different sound bytes, images and logos. I'm very creative when it comes to designing and putting together presentations in good style and taste.

**Call today for a complimentary quote on your next "I don't have time to do it!" project.  
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