



Gemstone Business Solutions

Custom cut to your business needs.

What is a Virtual Assistant?

In plain English, a Virtual Assistant (VA) is a highly skilled entrepreneur who provides administrative support and other specialized services to businesses.

The service is provided virtually in the VA's office using the Internet, email, fax, and phone.

Many of these businesses are small- to mid-sized and can no longer keep up with the workload.

A virtual assistant is similar to a personal assistant except the virtual assistant works virtually with little or no personal contact.

I'm Leisa Bain Good, and I am the owner of Gemstone Business Solutions. I have 20+ years of administrative experience. Five (5) of those 20+ years were in my husband's real estate business, 14 were in Corporate America, and now I am in business for myself.

I discovered that my real passion was working behind the scenes using my administrative skills to serve entrepreneurs and small businesses. I have learned first-hand the unique needs of small businesses, which makes my brand of virtual assistance **unique.**

**In the space below,
write down your questions about
our services.**

Then call us at (540) 636-8249.

However, if you are like most clients, you will come to enjoy all of benefits of having your own virtual assistant. There will be:

- * No payroll
- * No taxes
- * No retirement plans
- * No vacations
- * No health care
- * No dental plans
- * No employee lawsuits
- * No coffee breaks
- * No training
- * No expensive "downtime"
- * No spare office needed
- * No office equipment to provide

Are you beginning to see how "hiring" a virtual assistant can help you save time, money, and office space? Let Gemstone Business Solutions get you started on growing your business today. Our tag line says it all:

Custom cut to your business needs.