



About Fastype:

Established in 1991, Fastype specializes in providing quality administrative

support to clients in the Professional Speaking,

and Coaching Industries. With 25+ years of experience in executive and administrative support, Terry provides the skill and expertise you need in a Virtual Assistant (VA) to assist you in successfully managing and growing your business. While in the corporate arena, Terry enjoyed the privilege and opportunity of gaining experience in human resources, public relations, sales and marketing, operations, food service administration, and customer service for a wide variety of business industries and the retail market.

As a graduate of Virtual Assistance U, Fastype provides virtual problem solutions for your administrative challenges. In addition to achieving the designation of Master Virtual Assistant, Terry L. Green, has completed a comprehensive graduate program that includes how to produce virtual "work that matters" for our clients using the latest technology and expertise. We support and respond to your requests from our home-based office. Fastype specializes in working with Professional speakers and coaches, to provide administrative support, proofing and editing, information processing, digital transcription and desktop publishing. Graduate Virtual Assistants are an elite group of professionals who have achieved the highest standard of integrity, experience, training and ethics. We welcome the opportunity to partner speakers, coaches, and other small business owners who won't settle for less than the finest.

My credentials can be verified by visiting <http://www.virtualassistanceu.com>

Testimonials:

"Terry is professional, reliable and very easy to work with. She is a valued asset to my company and I highly recommend her services."

Debbie Allen
International Professional Speaker & Author
<http://www.DebbieAllen.com>

"Terry Green edits books for me in a flash! She is fast, accurate and provides service with a (virtual) smile! I recommend Terry for quality service, fast turnaround, and terrific attention to detail. Doing business with Terry @ Fastype is a pleasure - A+!"

Ron Kaufman, Internationally acclaimed innovator and motivator for partnerships and quality service; Professional Speaker and Author
<http://www.ronkaufman.com>

"As a professional VA, Terry is wonderful to work with. She is very organized, and takes care of all the details with ease, allowing me as a business owner, to focus on more important things for my business."

Joanie Winberg, CDC
Speaker, Certified Dream Coach and founder/
President, JLW Enterprises, Inc.
<http://www.successandlifecoaching.com>

"Terry Green is extremely professional, enthusiastic, and brings all her prior expertise to each task she undertakes. Terry thinks of every detail, many of which, I would never have thought of myself. I would recommend Terry to anyone looking for assistance with his or her business without hesitation."

Judi Finneran, G.R.I., C.R.S.
Speaker, Certified Dream Coach and the Founder and President of Dharma Entities, Inc
<http://www.dharmacoachingpath.com>



International Association of Virtual Office Assistants



Virtual Assistant:

"A term for home-based secretary, administrative support, and others who supply remote or virtual assistance. No need to provide office space, equipment or software - we have our own! Work is carried out 'virtually' from our offices, no matter where you are!"

As defined by A Clayton's Secretary® - VA Directory



www.VACertification.com

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What is a Virtual Assistant?

We are:

- Small business owners and freelance entrepreneurs who work from our home office
- Skilled professionals with a wide variety of expertise and experience
- Home-based, self-employed specialists who effectively run our own office and manage our time productively, while prioritizing our work according to your individual needs
- Your business partner, dedicated to help you succeed and grow your business
- A member of one of the fastest growing industries today
- Your remote office

Who uses a VA?

- Professional Speakers
- Business & Life Coaches
- Small Business Owners
- Real Estate Agents
- Entrepreneurs
- Mobile Executives
- Physicians
- Writers & Authors
- Consultants
- Attorneys

Services:

Speaker/Coach Support

Event Listing & Registration Follow-up
Database Maintenance
Proofreading & Editing
Assemble & Mail Information Packets
Reserve & Rent Bridge Lines
Telephone/Email Follow-up
Transcription
Customer Service

Administrative/Executive Support

Travel Arrangements
Appointment & Meeting Scheduling
Email Management/Telephone Follow-Up
Reminder Service
Concierge Services
Internet Research
Employment Verification
Insurance Verification

Information Processing

Correspondence & Reports
Manuscripts (proofed/edited/typed)
Database Development
PowerPoint Presentations
Transcription (digital, CD, cassette)
Resume Writing & Editing
Proofreading & Editing

Desktop Publishing

Brochures & Flyers
Books & Memoirs
Booklets & Pamphlets
Newsletters
Menus & Price Lists
One Sheets
Rate Sheets

Imprev virtually trained

Why Partner with a VA?

- You pay no employee benefits, insurance, taxes or other expenses associated with hiring an employee.
- We are the cost-effective solution to your administrative support needs.
- You pay only for the time it takes to complete your project; not down time, lunch or coffee breaks, vacations, sick days, etc.
- VAs use the most advanced means of communication, and the newest, most efficient, time saving office products and work delivery, regardless of geographic boundaries.
- We are your partners in business, and have a vested interest in your success.
- A Virtual Assistant handles those day-to-day administrative tasks that prevent you from effectively managing and growing your business.

Call today for your complementary, risk-free needs assessment, and find out how we can help you "free-up" valuable time by providing the affordable, reliable administrative support you need, when you need it. Let us take care of those day-to-day administrative tasks that drain your time and energy, so that you can spend your time on the more important issues of the day. Give yourself the "Gift of Time" and take control of your business before it takes control of you. Partner with a VA, and find time you never knew you had.