



Whatever your
business needs, together with
Virtual Wizard, we can accomplish
virtually anything.



Virtual Wizard provides professional and creative services to clients throughout the greater Wilmington, NC area. We're experts in making your company look great, while helping you watch the bottom line.

We work closely with your staff to understand your strategic objectives and to implement effective, successful programs and materials—all while keeping a close watch on your budgetary constraints.

In short, whatever your particular requirements, you can rely on **Virtual Wizard** to deliver the professional assistance you need to succeed and prosper in this challenging business climate. We help turn opportunities into realities!

We are in the business of making YOU look good!!

PO Box 15567
Wilmington, NC 28408
Phone: 910-792-6220
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[E-Mail](#) [Website](#)

In the beginning we were known as Administrative Assistants, Secretaries, Clerks, Web Designers, Real Estate Assistants, and such. However, in the office of the future, we are known as Virtual Assistants.

A Virtual Assistant (VA) is an independent contractor that provides a variety of services to businesses and individuals using non-traditional and traditional means of communications for example Internet access, fax, telephone, mail, courier services, file transfer, remote access, and more. Whatever the project, information is easily transferred between client and the VA.

Virtual Assistants work from their own offices and use their own software and equipment, saving you money and office space and offering you new flexibility.

Office Support Services

Comprehensive, professional, confidential, and timely secretarial/office support services—*when you need them.* Never again should you have to pay for office staff when all you need is **Virtual Wizard**.

- Brochures, flyers, menus and business cards.
- Drafting and editing letters and correspondences.
- Compiling and maintaining your databases.
- Processing mail merges.
- Transcribing dictated material.
- Conducting research.
- Report preparation.
- Writing company newsletters.
- Processing and mailing invoices
- Basic bookkeeping of receipts and expenditures.

Whatever your specific requirements, we'll work with you to develop the solutions you need. We want to be a partner in your business success. Call or [email](#) today.