



# TRINITY

## BUSINESS CONCEPTS

**YOUR VIRTUAL ASSISTANCE COMPANY**



### OUR PROMISE

- Affordable Pricing
- The Right Plan for You
- Available When You Need Us

## EXPERIENCE YOU CAN COUNT ON



*Sharla Bell, Graduate Virtual Assistant, Founder of Triniti Business Concepts combines a demonstrated background in executive and administrative support services, meeting planning, desktop publishing and writing.*

*She has worked with Fortune 500 and privately held companies along side general managers; sales directors; product and account managers in small businesses and large conglomerates.*

*When Sharla started Triniti Business Concepts her main goal was to provide a different approach with her business partners. She is passionate about adding value to her clients' business and implements customized procedures so they can work smarter and not harder.*

*Her company was established in February of 2007 not long after graduating from VAU, the benchmark for Virtual Assistance training and professional coaching. She joined and is an active member of the Atlanta Virtual Assistance Alliance (AVAA), the International Virtual Assistance Association (IVAA), and the Virtual Assistance Networking Association (VANA).*

*Sharla finds public speakers, life coaches, trainers, authors and consultants to be an important niche in her practice although she provides support to clients in other industries.*

## OUR TERMS & CONDITIONS

*Project-to-Project clients are charged a premium rate based on the nature of the project.*

*Retainer clients are charged a discounted rate and is based on 20 or more hours monthly.*

*A 2-3 hours notice is required for services.*

*A 50% down payment is required for all new customers.*

*All customers are billed via PayPal.*

*Fees are based ONLY on services provided and NOT on materials used. If your project or services rendered requires materials to complete the assignment, customer can either supply the materials or reimburse Triniti for the incurred expense.*



## **OUR SERVICES**

**\*MEETING PLANNING**

**\*EMAIL MARKETING CAMPAIGNS**

**\*EVENT MARKETING CAMPAIGNS**

**\*NEWSLETTERS**

**\*SOCIAL MEDIA MANAGEMENT**

**\*MAIL MERGES**

**\*BROCHURES**

**\*PRESS RELEASES**

**\*POWER POINT PRESENTATIONS**

## OUR PACKAGES

### **Package #1 \$18.50—\$22.50/Hour**

*Is perfect for the client who only requires assistance two hours a day four times a week. A typical work week for this client is Monday—Thursday or Tuesday—Friday. Tasks include but are not limited to appointment scheduling, travel itinerary, time management, database maintenance, etc.*

### **Package #2 \$32.50—\$35.50/Hour**

*Is perfect for the client who only requires assistance with special projects from month to month. A typical project for this client can be anything from a mass mailing to an email marketing campaign.*

### **Package #3 \$22.50—\$25.50/Hour**

*Is perfect for the client who only requires assistance for three hours twice a week. A typical work week for this client is Monday & Wednesday or Tuesday & Thursday. Tasks can embody a project or daily administrative duties.*



**YOUR VIRTUAL ASSISTANCE SOURCE**

Stone Mountain, Georgia 30088

Phone: 678-469-5102

Website: [www.trinitibc.com](http://www.trinitibc.com)

E-mail: [sharla@trinitibc.com](mailto:sharla@trinitibc.com)

<http://tbcblog@trinitibc.com>

