

Capture Every Opportunity

[Debbie Does Virtual Admin](#) offers a comprehensive job and business management developed for businesses, trades and services. Debbie understands your business needs.

When you don't have to worry about daily administration tasks, you can focus on getting more jobs and growing your business and profit. And on top of that, leaving Debbie to handle your admin means that she frees up your time so that it can be spent with those who matter to you the most.

Debbie knows that one of the most frustrating needs of small business owners is chasing payments from customers. You've got a business to run, rather than chasing up payments for work already done. Let Debbie call your customers, arrange prompt payment or organise a set payment plan with the customer that is mutually in agreement with your required timeframe.



[Debbie Does Virtual Admin - Privacy Policy](#)

To arrange an introductory telephone call, please complete the details below, and return this form to reception@debdoesva.net and Debbie will be in touch to discuss your needs.


BUSINESS DETAILS			
BUSINESS NAME			
LOCATION			
SERVICES PROVIDED BY YOUR BUSINESS			
CONTACT NAME			
POSITION HELD			
TELEPHONE		MOBILE	
EMAIL			

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 VIRTUAL ASSISTANT 

Get the administration assistance you need, when you need it.
30+ years experience in everything administration.

 0432 797 764

 reception@debdoesva.net

WHAT ARE THE TASKS THAT YOUR BUSINESS NEEDS ASSISTANCE WITH?

DISCOVERY CALL

PREFERRED DATE(S)

PREFERRED TIME(S)

If you have any queries prior to your scheduled Discovery Call, or need to alter the date/time, please contact Debbie as per the details in the footer below.



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