

About Us

Imagine It - Your Virtual Office Assistant is owned and operated by Jaidi Clayton. Jaidi has 14 years experience in various aspects of office assistance. *Imagine It* was founded in February 2011 and was operated under a different name for 4 years prior.

As an experienced office assistant, you can count on Jaidi and *Imagine It* to complete any office task with ease, knowledge and efficiency.



Imagine It
Your Virtual Office Assistant
Jaidi Clayton

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Imagine It
Your Virtual Office Assistant

**You imagine it,
I'll get it done!**

Imagine It...



I want to save you time, money and space.

Now that I have your attention, I would like to explain a little bit about who I am and what I do. My name is Jaidi Clayton and I am the owner and founder of **Imagine It – Your Virtual Office Assistant**. There has been a little of confusion over the years of this new profession and so I would like to take a minute of your time to clarify what a Virtual Assistant is.

A Virtual Assistant (VA) is not an employee. A VA is an independent contractor who works from home to complete a variety of tasks for their clients. When contracting with a VA you do not pay any overhead costs. A VA is paid simply for the time that it takes them to complete the work with which you provide them.

I would like to be your VA. As your Virtual Assistant, I will accomplish nearly any task you need done. As a local OKC resident, I can come to you to pick up paperwork, if necessary. I can also receive projects through email or fax. I'd like to share a little story with you to illustrate how I can help you.

Imagine it. You're sitting at your desk and you come across a file that needs to be transcribed from paper to a word document than to a PDF document that can be emailed to your clients within 2 days. Your secretary is out of town, and the person sitting in for her is too busy taking care of the jobs she has for both you and her usual boss. You seem to be out of options except for doing it yourself, which will keep you at the office for an extra 3 hours after your already long day. This will cut the time with your friends or family from the usual 2 hours down to none for the day. So what do you do?

Imagine it. Now this time, really **Imagine It**. **Imagine It** is **YOUR Virtual Office Assistant**. So in order to get this task completed, you contact **Imagine It**, then scan and email the files you need transcribed. **Imagine It** takes those documents and completes the task in less than the 3 hours it would take you. You then also get to be home with your family or friends. In those 3 hours you pay **Imagine It** only for the actual time that it takes us to do the work. And best of all, when you arrive back at work the next day, you have the files – both word and PDF formats – in your inbox, ready to distribute, 1 day early.

So **Imagine It**- **Imagine** a job where you can pass off simple and complicated tasks and pay only for the time it takes to complete them. **Imagine** saving money by not paying for office space or overhead cost (benefits or taxes). **Imagine** a job where you can go to work and then come home and spend time with your family, instead of spending time tying up loose ends at work. **Imagine It**, and now take the next step and contact **Imagine It – Your Virtual Office Assistant**.



Services

- Travel arrangements
- Create Invoice forms and invoice customers
- Database creation and management
- Word Processing and proofreading
- File conversion
- Spreadsheets
- Mass mailings (per item rates apply)
- Internet research
- Resume Building
- PowerPoint Presentation creation
- Collate and Label packets for seminars
- Desktop Publishing
- Create and Maintain Newsletters
- Audio Transcription
- Build an email distribution list
- Update website content
- Create and manage schedules

Rates

Imagine It Your Virtual Office Assistant operates on a pay as you go basis.

All billing is done based on a rate of \$20 per hour.

There is no minimum time requirement for Clients. All services are billed in 15 minute increments. Special requests for extended contracts and per item rates may be made during contract negotiations. All requests will be considered and a response given to the Client prior to completion of the contract.

Imagine It welcomes referrals. Any client whose referral results in a signed contract will receive 10% off their next invoice.