

The logo features a stylized orange and yellow triangle with a black circle in the center, surrounded by four red spheres connected by thin lines, suggesting a network or globe.

VIRTUAL FREELANCE NETWORK

vfn@virtualfreelance.net

Phone: 949.206.1741

Fax: 949.951.4342

25422 Trabuco Road
Suite 105 - 273
Lake Forest, CA 92630

Who We Are and What We Do

VIRTUAL FREELANCE NETWORK



Welcome to Virtual Freelance Network

Our business specializes in providing you with **well-managed, one-stop comprehensive freelance services** for virtually anything you need to make your business run smoothly. The corporate office, entrepreneur or individual can benefit from the unique talents of our freelance professionals.

We assess your needs and match you up with the freelancers whose talents and unique capabilities best suit your needs.

Our goal is to make YOU look good to your clients.

Our extraordinary team combines years of experience in a vast array of fields, including administrative/secretarial; graphic and logo design; website creation and hosting; computer set-up, maintenance and troubleshooting; bookkeeping; copywriting and business consulting, to name a few.

To learn more, browse through our technical brochure, visit our website, review our list of services or CONTACT us for your FREE consultation.

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Benefits & Savings:

NO MORE OVERHEAD!

Imagine, your very own full-time, off-site staff.

You SAVE on:

- **Office space and equipment**
- **Salaries**
- **Training**
- **Workers Comp**
- **Health and Dental benefits**
- **Vacation, sick and overtime payments**
- **Pension plans, 401K's**
- **Taxes**

PLUS, our Independent Professionals are available 7 days a week, 24 hours a day, 365 days a year.

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Please indicate your interest by selecting from the grey buttons below.

Contact Information:

VIRTUAL FREELANCE NETWORK



Fax to: 949.951.4342

Services

Accounting/Bookkeeping

Business Consulting

- Office Management
- Accounting/Bookkeeping
- Office Set-up
- Office Equipment
- Phone Systems
- Voice-mail
- Business & Health Insurance
- Human Resources
- Procedure and Policy Manuals
- Workers Compensation
- Employee Records
- Operational Expense Analysis
- Business Cards
- Mailers

Logo Designs

MAC & PC Computer Services (Hardware, Software)

- Network Design and Support
- Software Set-up and Support
- Technical Support and Troubleshooting
- CD Duplication and Backup
- File Backup
- Monthly Service Plans

Creative/Writing/Production Services

- Copywriting: Radio, Print
- Press Releases
- Copy Editing
- Concept Development
- Script Doctoring
- Timecoding
- Transcriptions

Technical Brochures

Script Writing

- Commercials
- Infomercials
- Television
- Radio

Transcription Services

Graphic Design

- Presentations
- File Conversion
- Photo Conversion
- Technical Brochures
- PDF Conversion
- Creation of Bulletins/Flyers

Virtual Office Services

- Data Entry
- Correspondence
- Spreadsheets
- **Proofreading**
- Typing
- Facsimiles
- E-mail Management
- Editing
- Mail Merges

Web Site/Internet Services

- Web Design
- Web Hosting
- E-Commerce
- E-mail Account Set-up
- Internet Research

Word Processing/Documentation

- Word Processing
- Handwritten
- Typed
- Audio
- Data Entry

Rates:

Due to the vast array of services offered by VFN, our rates vary according to your specific needs. We work WITH you to determine what's right for your business. Choose from hourly rates (generally \$25 to start for basic services), a per-project bid, or weekly or monthly retainers.

Example: You may need to develop a PowerPoint presentation for an upcoming meeting. We would base the cost on the amount of graphics, statistical charts, etc., and then estimate the amount of manpower hours it would take to complete your project. For this type of assignment, an hourly or total per-project rate would be agreed upon.

If you find you require our services on a more regular basis, such as typing daily correspondence, maintaining your computers or keeping your books, you might want to consider a RETAINER*. Our retainers are specifically tailored to fit YOUR individual needs. We can MIX and MATCH our same-rate services, as well as focus on one particular service, such as bookkeeping, technical support or consulting, again depending on the needs of your business and the amount of money you wish to spend.

Short-Term Assistance:

Even if you're fully-staffed, you may still need assistance with unusual projects. Instead of hiring a part-time or temporary employee, VFN can provide you with short-term assistance on virtually anything.

A PowerPoint or multi-media presentation to dazzle your perspective clients, a logo created and designed to perfectly capture the essence of your business, slogans and catch-phrases that best describe who you are and what you do. WHATEVER your needs, VFN has just the right freelancer to accommodate you.

All our energy is directed towards making YOUR business a success.

Our rates and retainers are always tailored to fit YOUR unique and individual needs.

*Be sure to ask about our FREE retainer perks!

Remember, your initial consultation is free!

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Free Offer:

VIRTUAL FREELANCE NETWORK



**VFN is offering our first-time clients
the opportunity to sample our services.**

Depending on your needs, VFN will provide you with a half-hour of **FREE** work, whether it be typing, transcribing, computer consulting, graphics conversion or business consulting. You select the type of service you need, and we will give you a sample **FREE** to convince you that our quality and level of expertise can't be beat!

If all that isn't enough, your initial consultation is also **FREE**.

So **CONTACT** us today and let VFN provide you with all you'll need to make **YOUR** business a success.

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