

**Virtually Taking Your Business to The Next Level!**



Fundamental Business  
**SOLUTIONS**

■ **Virtual Administrative Services**



# Fundamental Business SOLUTIONS



**FUNDAMENTAL BUSINESS SOLUTIONS** is a Virtual Assistant (VA) business that provides administrative support services to entrepreneurs, start-up businesses, small businesses, home-based businesses, and individuals via the Internet. The foundation of **Fundamental Business Solutions** is based on the concept of providing customers with high quality business support services.

## MISSION

At **Fundamental Business Solutions**, we strive to provide exceptional support services for busy professionals, small businesses, home-based businesses, entrepreneurs, and individuals to assist them in running their business successfully.

## OUR GOAL

Our goal is to provide superior quality business support services at a competitive price with rapid turnaround times.

## OUR VALUES

As a company and individuals, we value:

- Integrity
- Professionalism
- Accountability
- Quality
- Commitment



## WHAT IS A VIRTUAL ASSISTANT (VA)?

Virtual Assistants are independent contractors who provide administrative, technical, and creative services for clients via phone, fax, and Internet based technology.

SOURCE: Virtual Assistant Networking Association Virtual Assistant Definition  
The Largest Global Meeting Place Online for Aspiring and Successful Virtual Assistants.



## WHY HIRE A VIRTUAL ASSISTANT (VA)?

By hiring a VA, you save on many costs:

- No need to provide office space, furniture, and office equipment.
- Completely virtual.
- No need to pay benefits and employee-related taxes.
- Only pay for time actually used.

## SERVICES

- Bookkeeping
- Proofreading and Editing
- PowerPoint Presentations
- Data Entry
- Internet Research
- Scanning
- Special Projects
- Meeting Minutes
- Faxing
- Contact Management
- Certificates and Awards
- Human Resources
- Resume/Cover Letters
- New Business Start-up Registration
- Notary Public Service (Local Only)
- Graphic Design
- And more!



# About Fundamental Business Solutions

**Sonya Grimball** is the owner and operator of **Fundamental Business Solutions**, a completely virtual business. Sonya has 18 years of experience in the telecommunications industry including Operator Services, Customer Service, Supervision and Staff Support Specialist. Her experience includes Sales, Billing & Auditing, Coaching, Revenue Recognition, Management, Training, System Implementation, and Contract Administration.

She received a bachelors' degree in Business Management and a master's degree in Organizational Management with a concentration in Human Resources. She is also a licensed Realtor®.

Sonya has a background in Contracts, Real Estate, Business Management, and Human Resources, just to name a few.

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**SOLUTIONS**

*Comprehensive. Efficient. Solutions.*

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