

Is hiring Virtual Marketing Assistant right for your company?

NEEDS ASSESSMENT FORM

Contact Information

First Name: _____

Last Name: _____

Phone Number: _____

Email Address: _____

Company Name: _____

Industry: _____

URL: _____

Years in business: _____

What does your company do/offer?

Tasks that consume most of your day?

You are not an expert at?

You need help with:

The first assignment you'd give your Virtual Marketing Assistant?

Who currently manages similar tasks for you?

Global Office Partners, LLC - P.O. Box 3042 - Missoula, MT 59806
info@globalofficepartners.com – www.globalofficepartners.com

Describe the working style of your perfect Virtual Marketing Assistant:

Your Virtual Marketing Assistant should possess the following skills:

How many hours per week/month would you utilize Virtual Marketing Assistant services?

Indicate any concerns you may have regarding working with a Virtual Marketing Assistant.

Can you afford a Virtual Marketing Assistant?

Thank you for your time!

We respect your privacy and never share your information with third parties without your permission.

Global Office Partners, LLC