

Helping to make your life easier!



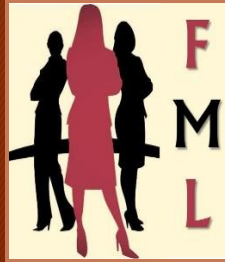
Felicia M. Lopes, President | Founder

www.ConsultFML.com

E-mail: ConsultFML@gmail.com

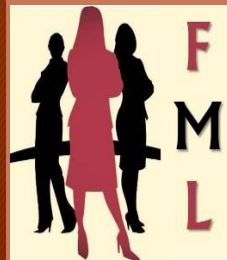
Phone #: +1.800.513.9358 ext. 4

Consider This...



What you don't know about Virtual Assistance is costing you a fortune. Read on to find the simple steps to get the business knowledge you need to be successful - on your schedule, without wasting time or money!

Overview of the VA Industry



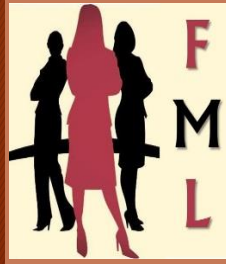
What is a Virtual Assistant?

- Home based business owner working as an independent contractor
- Highly skilled professional in various administrative support niches
- Tech savvy in how to work with you “virtually” via online meeting rooms, fax, internet, intranets, instant messaging
- Teams with you to achieve your goals

Do I hire a Virtual Assistant?

- No, you team/partner with a VA who is an independent contractor, not an employee
- Since the VA is not your employee, you don't pay employer paid taxes for them
- The VA only works with you when you need them, not a set number of hours each day like an employee

Benefits to Small Businesses



What's in it for me?

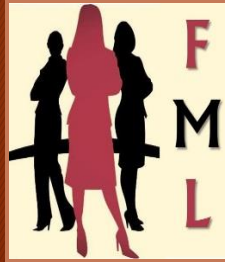
- No overhead and employee expenses or taxes
- No employee benefit costs
- Pay only for what you use
- No turnover
- No learning curve

100% productivity

How does that happen?

- Employees have lost time due to doctor appointments, vacation, downtime, etc.
- FML-VAs track only the time used on your specific tasks
- You don't pay for appointments, vacations, or downtime

Let's Compare Your Costs



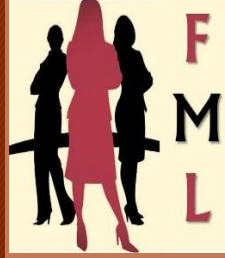
COST COMPARISON	FULL TIME EMPLOYEE	VIRTUAL ASSISTANT
Hourly Rate of Pay	\$20.00	\$30.83
Fringe Benefits @ 35% (Health/Dental/Life Insurance, Retirement Plans)	\$7.00	\$0.00
Overhead Rate @ 50% (Office Space, Equipment & Office Supply Expenses, UI Insurance, Workers' Compensation, Overtime Pay, Administrative Costs)	\$10.00	\$3.00
Total Effective Rate of Pay	\$37.00	\$33.83
Hours Per Year (160 per month 70 per month)	2080*	840**
TOTAL ANNUAL LABOR COST	\$76,960.00	\$28,418.88

* Based on 40 hours per week/52 weeks per year

** Based on 70 hours per month/12 months per year subscription plan

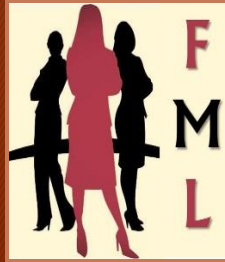
- Virtual Assistance is on an as needed basis
- \$40-60 per hour, depending on the complexity of the work
- Overhead rate is just \$3 per hour booked
- Only when you need them
- 100% productive all of the time

What Services do VAs Perform?



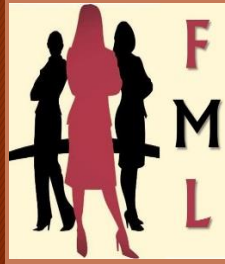
- Create Forms
- Maintain databases
- Billing
- Correspondence
- Presentations
- Feedback reports
- Specifications
- Create databases
- Gift buying
- Mass mailings
- Policy & procedures
- Resumes
- Automated forms
- Scan pictures
- Postcards
- Send greeting cards
- Set appointments
- And more...

What Kind of Companies Work With VAs?



- Alternative Health Care
- Attorneys
- Authors
- Business Coaches
- Brokers
- Engineers
- Entrepreneurs
- Events Directors
- Financial Investors
- Human Resources
- Marketing Consultants
- Pastors & Rabbis
- Professional Organizations
- Publishers
- Realtors
- Small Businesses
- Theatrical Professionals
- Trainers
- Video Production Companies
- Wedding Planners
- And more...

Can a VA Save Me Money?



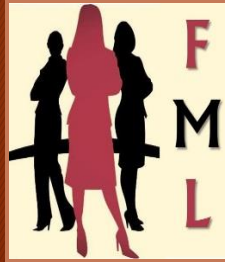
Monthly Results

- Using a VA will recapture 10 hours per week or one week of every month

Annual Results

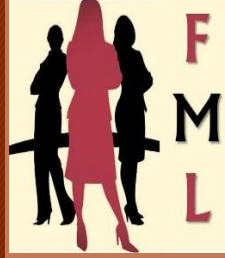
- Over the year, that amounts to three months or one quarter of your fiscal year spent
- The average corporate Assistant is paid between \$52,000 and \$62,400 per year being physically in your office 40 hours per week. That means that your Assistant's salary, because she's an employee, and in your office, is costing your business between \$96,200 and \$115,440 per year!
- An FML-VA solving the same administrative tasks remotely or virtually, working 70 hours per month for 12 months qualifies for the top discount of 24% off the \$40 Base Rate. This significant savings will save your business over \$25,000 - \$45,000 per year per Virtual Assistant you hire!

About FML Consulting Services



- Owned by Felicia M. Lopes
- Established in 2014
- Woman Owned Business
- Member of the International Virtual Assistants Association
- Over 25 years of experience
 - Executive Assistant | Project Manager
 - Word Processing Specialist
 - Excel & PowerPoint Specialist
 - Events & Theatrical Manager/Producer
(Broadway/Off-Broadway/Hollywood/Washington)

Our Mission Statement

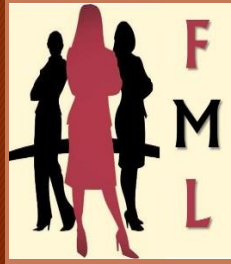


We Make Our Clients' Lives Easier. Through commitment to people, technology and service we lead the way in providing value to our clients and other stakeholders by leveraging the "high tech" of today's home office technology with the "high touch" of human interaction and personal service, while concurrently operating in an environment of integrity and honesty with our Clients and our Freelance Virtual Assistants. We work...



- To provide quality, professional and cost effective executive support in an online environment
- To provide seamless, transparent assistance that enhances the client's business
- To provide excellent customer service

Partnering Philosophy of FML Consulting Services



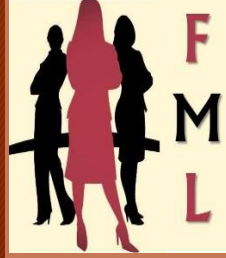
- Our clients choose to take the unique and refreshing approach of “getting the job done” by partnering with us. In turn, we take the commitment to produce results quite seriously.
- Our relationship with our clients is one of a partnership – an extension of your organization, and ours. A successful FML-VA/Client relationship is one that is focused and has specific goals in mind. We are committed to developing a long-term relationship, which reflects your business philosophy.
- A review of our site tells you that we are committed to the success of our clients. However, a successful partnership requires commitment by both parties. Here are some key attributes we look for in our clients to make sure we are on the road to a successful relationship.

The Ideal Client:

- Can clearly define his/her goals as well as time and money restraints
- Clearly communicates his/her expectations and requirements
- Is not sparing of information that is necessary to complete the project
- Is available to answer questions
- Helps meet deadlines
- Knows how to voice worries and criticisms
- Gives feedback
- Respects our expertise
- Acts in order to help us do a superior job

Through this joint commitment, successful partnerships are forged, and through these partnerships, we are able to enhance your business and help you to achieve all of your goals.

Services Offered by FML Consulting Services



Helping To Make Your Life Easier!

Executive/Administrative Support

- Confirm upcoming appointments
- Schedule or reschedule appointments
- Get directions for a meeting or appointment
- Track birthdays, anniversaries and other important dates
- Send out the appropriate cards or gifts for special events
- Coordinate air travel, car rental and hotel reservations
- Create and update personal calendars

Marketing Services

- Create and mail a customer feedback questionnaire
- Track the responses to the questionnaire
- Summarize the responses and suggestions in a report

Presentations

- Create professional multi-media presentations using MS PowerPoint

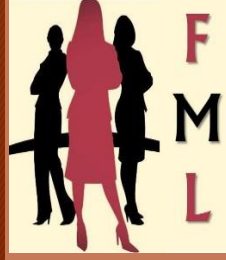
Research

- Research potential locations for an upcoming seminar
- Monitor periodicals and clip articles of interest
- Internet Research

Personnel Services

- Send reminders
- Prepare or update resumes and introduction letters
- Sort resumes for a job according to pre-arranged criteria

Services Offered by FML Consulting Services



Helping To Make Your Life Easier!

Project Assistance

- Assist in defining project objectives
- Coordinate, track and expedite project activities such as organize resources, schedule meetings, arrange vendor visits
- Develop and maintain communication links between you, the vendor and other project members
- Provide presentation materials for you
- Provide educational material/ procedures for your staff

Desktop Publishing

- Excellent knowledge of Microsoft Publisher
- Design and print brochures, newsletters, promotional materials, flyers, coupons, post cards, personalized calendars, labels

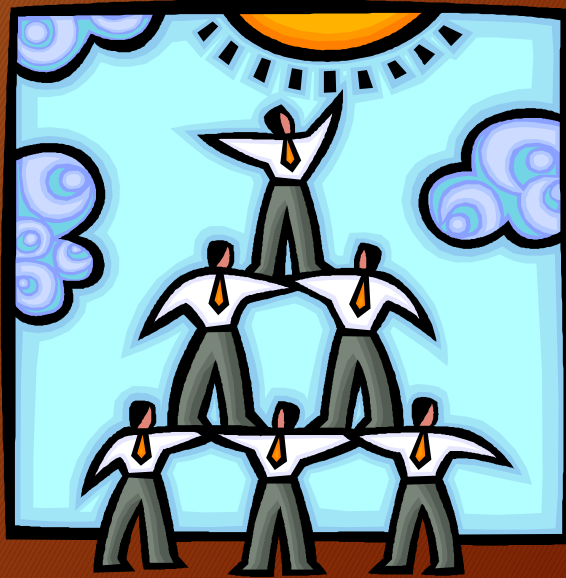
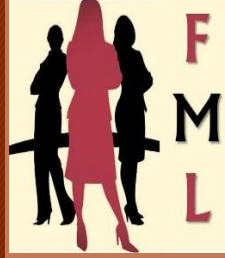
On-line Meeting Facilitation

- Assist clients with Web Conferencing needs by moderating the meeting via the internet
- Advantage of web conferencing is synchronized browsing

Mail & E-Mail Services

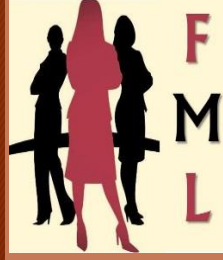
- Retrieve e-mail, sort and get rid of junk e-mail
- Respond to routine e-mail requests
- Forward items of importance for attention
- Track and forward urgent issues

Qualities



- High standards
- Strong work ethics
- Committed to excellence
- Excellent organizational skills
- Great communication skills
- Strong problem solving skills
- Think outside the box

Customer Service



- Ever mindful that you are the reason for our existence as a company
- Professional, confidential handling of your projects
- Courteous when interacting with your clients
- Thoughtful handling of sensitive issues



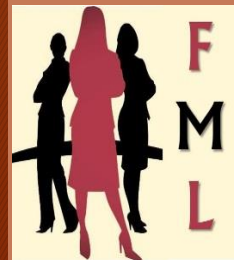
Obrigado!



Merci



Testimonials | Former Clients



WALT DISNEY Imagineering
Creative Entertainment

The Dilenschneider Group, Inc.



*Written about [Felicia M. Lopes](#), President and Founder of FML Consulting Services

"Her ability to present her ideas through presentation content, as she tactically gathered information was quite impressive to me and other significant stakeholders."

Michael Jung, Vice President |
Disney Imagineering | Creative Entertainment, LA

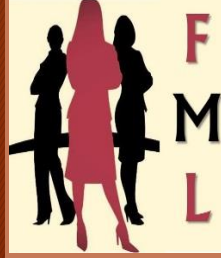
"Time and time again, she has demonstrated her ability, leadership, and acumen at keeping my shows running, coming in under budget, negotiating contracts and running the office smoothly while at the same time generating enthusiasm and excitement so as to motivate us towards completing the tasks for which we were responsible."

Robert R. Blume, Executive Producer | Drama Desk Awards & President |
Blume Media Group, New York City

"She is a strategic thinker in proposing creative solutions,... and doesn't let details slip past her grasp. She is very dedicated and soldiers straight through when the work load is heavy."

Derrick Warfel, Producer/Director | Midnight Reckoning & President |
WinterStar Productions, Hollywood

Rate Structures



By the Hour:

Many of our services are billed on an hourly basis. There is a minimum of 3 hours of service that must be purchased in order to book our time. Our Basic hourly rate is \$40.

By the Project:

The minimum per-project rate is \$600 for no more than 15 hours of work.

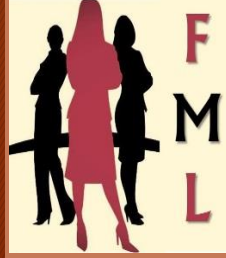
By the Month:

The Current \$40 Per Hour rate is discounted as follows:

	Hours per month	Rate per hour	Fee	Discount
Silver Package	10	\$38.00	\$380.00	5% Discount off of hourly rate
Gold Package	20	\$37.00	\$740.00	7.5% Discount off of hourly rate
Ruby Package	30	\$36.00	\$1,080.00	10% Discount off of hourly rate
Emerald Package	40	\$35.00	\$1,400.00	12.5% Discount off of hourly rate
Diamond Package	50	\$34.00	\$1,700.00	15% Discount off of hourly rate
Platinum Package	70	\$32.80	\$2,296.00	18% Discount off of hourly rate

These rates DO NOT reflect the rates for our Graphic Design & Web Development Services.

Rate Structure



By the Month:

FOR A LIMITED TIME:

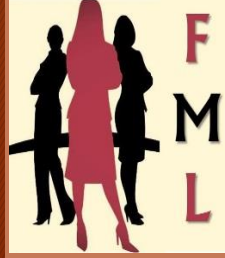
TAKE OFF UP TO **24%** OF THE \$40 PER HOUR
RATE!

Here's how...

For any of the Admin Monthly packages on the previous page,

- if you book us for a **3 to 5 month contract**, add an additional **2% off**,
- if you book us for a **6 to 11 month contract**, add an additional **4% off**, and
- if you book us for an annual, **12 month or higher contract**, add an additional **6% off**.

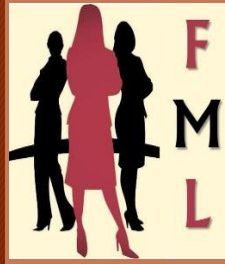
Website & Graphic Design Retainer Rate Structure



The Standard Rate for Website & Graphic Design is \$60/hour, billed in 15 minute increments. Word Smithing Services are available for \$200 per website. A Monthly Website Maintenance Service Package is available for \$200.

Plan	# of Pages / Features	Hours	Rate per hour	Fee	Discount
BRONZE Plan	5 pages	10	\$54.00	\$540.00	10% Discount off of hourly rate
SILVER Plan	7 pages	15	\$51.00	\$765.00	15% Discount off of hourly rate
GOLD Plan	7 pages + 20 item store	20	\$45.00	\$900.00	25% Discount off of hourly rate

Conference & Event Coordination Services Rate Structure

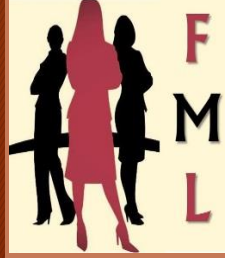


We can coordinate a simple meeting to an extravagant gala or launch.

Our goal is to help you coordinate your corporate and non profit events in the most cost effective, yet creative ways possible so as to raise awareness, and create opportunities for growth and morale buoyancy for your company.

Each event is unique, so we cannot give you a cost for our services, until after we have a 20 - 30 minute Event Assessment Conversation.

Strategic Alliances

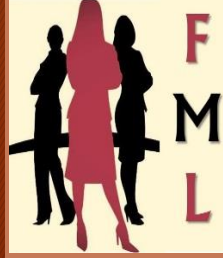


The premiere website development solution available on the web today! In order to help you evaluate Check Point Creatives' services, CPC will construct a fully functional Web site for your business and schedule a free 45 minute walk-through presentation with one of their product specialists to show you how their technology can benefit your business.

PARTNER PROGRAM

If your new website is designed and built using MA Webcenters' Check Point Creatives' proprietary platform, you can get access to a unique program that can drive over 3,000,000 registered shoppers to your new business website!

Strategic Alliances



BusinessReceptionist.com™
PROFESSIONAL RECEPTIONISTS | FRIENDLY SERVICE

We're sure you'll agree, having a HUMAN receptionist rather than a voice recording, or computer goes a long way when you want to engage your clients' confidence and achieve a competitive advantage.

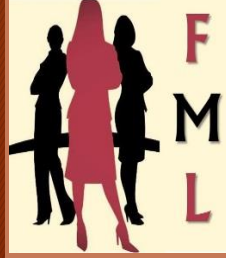
The perfect marriage between the High Tech of the communications industry and the High Touch of a "real live human being!"

PRICING			
SETUP FEE \$69.95	MONTHLY \$139.95	PACKAGE 100 mins	PER MINUTE 95¢

No Contracts!

\$5 per day

FML Consulting Services Contact Information



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