

Our Services

Waivasir provides specialized and valuable assistance remotely to manage the details of your business. By utilizing our services, you will have dedicated assistance without the major capital and overhead expenses that is associated with hiring a full-time employee.

Virtual Assistance Services

- Administrative Support
- Travel Arrangements
- Information Processing
- Desktop Publishing
- Personnel Support
- Customer Care
- Event Planning
- Graphic Design
- Translation Services
- And much more

Arts & Entertainment Consulting

- Strategic Planning
- Organizational Development
- Artistic Programming & Development
- Contract Negotiation
- Royalties
- Music Publishing and Recording
- Copyrights
- Screening & Research
- Public Relations
- Marketing & Promotions
- Touring
- And much more

New Clients Receive 10% Off First Invoice



Waivasir, Inc.

Serving your community, the state, the nation, and the world with a strong work ethic, impeccable customer service and innovative techniques.

We are committed to quality, affordable pricing and customer satisfaction.



Where assistance is valuable and support is real.SM

Kim R. Bloom
President & CEO
Graduate Virtual Assistant

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Waivasir™

Virtual Assistance Services



Specializing in
Arts and Entertainment

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Hours: Monday - Friday 9AM - 5PM EST

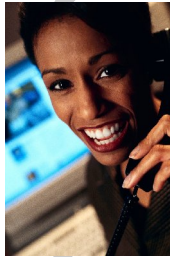
What is Virtual Assistance?



Virtual Assistance is an affordable alternative to having an employee or using outside temporary staffing agencies. It is a great option for people working from home, frequent travelers, or those that cannot accommodate an employee. Unlike an in-house employee and staffing agencies, we offer quality administrative, technical and creative support from a distance.

What is a Virtual Assistant?

- Virtual Assistants or VA's are independent service providers that are highly skilled in their professions.
- VA's work for clients off-site and complete work assignments through the Internet, e-mail, diskette, telephone, fax and postal service.
- Virtual Assistants understand the importance of their client's privacy and confidentiality.
- They abide by an established Code of Ethics requiring integrity, honesty and due diligence.
- VA's work with agents, lawyers, artists, celebrities, executives, writers, authors, professional coaches and speakers, consultants, home and small businesses and more!



Benefits to you:

**No payroll! No taxes!
No insurance!
More Time ~ Save Money
Grow Your Business**

Waivasir is a web-based virtual assistance and business support services provider. We provide off-site administrative support, creative and innovative advertising campaigns, extensive marketing solutions, and other specialized business services to individuals, home and small businesses, and non-profit organizations.

Partnering with Waivasir gives you a great deal of flexibility and value added benefits, including instant access to a variety of specialized skills and personalized customer service. Your Virtual Assistant will become an integral part of your business by getting to know you personally, about your business and your way of doing business. With this knowledge, we can also assist you in maintaining close contact with your customer base through our customer care and administrative services.

Waivasir is an independent service provider, which means we are responsible for our own benefits, thus relieving you of employee-related expenses and overhead costs. Outsourcing your administrative and business support needs means you never have to pay employment insurance, sick and vacation pay, benefits, worker's compensation or contribute to retirement plans. Plus, there is no need for you to provide workspace or costly equipment.

Visit our web site at www.waivasir.com to learn how partnering with Waivasir can help you improve productivity and operational efficiency without the addition of expensive personnel to your balance sheet.



Kim R. Bloom, GVA, President and CEO of Waivasir combines a demonstrated background in work and project management and client needs focused disciplines with hands-on experience in arts and entertainment, television broadcasting, human resources, recruitment, information technology, sales and marketing, and executive level secretarial and administrative support. Bloom has assisted managers, directors, presidents, chief executive officers, vice and senior-vice presidents from small businesses to large corporations.

A native of Washington, D.C., she earned her B.A. degree cum laude in English and minor in Journalism from Virginia Union University and received her Graduate Virtual Assistant (GVA) certification from Virtual Assistance U, recognized globally as "The Benchmark for Virtual Assistant Training". She is a member of an elite group of professionals who have achieved the highest standards of integrity, experience, training and ethics.

She is married to Peter Gistelink and lives in the Washington D.C. metropolitan area. She enjoys traveling, photography, nature and the arts.

