

Why RSS?

You can save time and money by using Ritchie Secretarial Service. We offer quick, efficient and affordable word processing, spreadsheets, flyers, letters and more.

You don't pay our taxes and insurance, and you don't need to buy expensive office equipment. We do all that for you. We will complete your work on time or ahead of time and we can help you stay on top of your business during the busy season and as you grow!

By contracting with Ritchie Secretarial Service, you are investing in the most cost-effective and productive person available! Call 970-522-0336 for more information.

Ritchie Secretarial Service is committed to quality customer service and affordable pricing. If at any time the customer is not completely satisfied, RSS will fix it for free or offer a complete refund.



We help keep you organized.



If your desk looks like this, Ritchie Secretarial Service can help. We provide quality virtual assistance for nearly all projects. Call 970-522-0336 or for more information, visit our website at www.thebestva.com.



Sterling, CO

Phone: 970-522-0336

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**2005 Semi-Finalist
Ernst & Young Entrepreneur of
the Year, Rocky Mountain Region**



Kathy A. Ritchie
Master Virtual Assistant
Owner

Meet the Owner

Kathy A. Ritchie, owner of Ritchie Secretarial Service, is proud to be considered one of the leading virtual assistance practices in the industry.



Kathy A. Ritchie
'Master Virtual Assistant'
Owner

Most recently, Kathy was chosen as a semi-finalist in the 2005 Ernst & Young Entrepreneur of the Year program for the Rocky Mountain Region.

Credentialed as a Master Virtual Assistant by VACertification.com, Ritchie proves daily why her clients trust her. Kathy is especially proud of the admiration she receives from fellow virtual assistants in the industry.

Client have quoted:

"Kathy, thank you for being so on top of things! Each day I praise you to others and myself. You are what I've always been looking for in my business. I love how easy it is for me to just send projects to you and say "do it" (please) and what a relief that is. I really appreciate that I can come into the office in the morning to find finished projects waiting for me - you are one step ahead of me and it's amazing! Thanks for being you!" **Joel Garfinkle, Dream Job Coaching** .

"Kathy supports both of my companies, StaffingU and simplyEffective(tm) . Using her services was not only a wise investment, but also brought immediate returns in increased revenues right from the first month. I can't imagine what it would be like without her. Run, don't walk, to talk with this savvy lady about what she can do for you." **Scott Wintrip, St. Petersburg, FL**. (More client comments are located on the Clients section of the RSS website.)

Ritchie has appeared in the Denver Business Journal, ParentPreneur Magazine, the IVAA-Cast, Entrepreneur's Start-ups, as well as several newsletters who publish her writing, and interviewed for the Wall Street Journal, and appeared on KDVR FOX 31 News.

Kathy is the owner and editor of the RSS Herald, a monthly newsletter geared toward virtual assistants and other virtual workers, and is the official publication of the International Association Of Virtual Office Assistants, VACertification.com and A Virtual Solution.

Services available from RSS

Virtual Office Assistance <i>Complete office assistance from a distance.</i>	\$45.00 Per Hour
Word Processing <i>Letters, Manuscripts, Term Papers Resumes</i>	\$45.00 Per Hour
Graphic Designs <i>Graphic and Heraldic Designs</i>	\$55.00 Per Hour
Desktop Publishing <i>Brochures, Flyers, Menu, Letterhead, Business Cards, Newsletters and more.</i>	\$45.00 Per Hour
Mailings	Call for pricing
Consulting	\$55.00 Per Hour
Internet Research/Investigation <i>From finding lost address to checking resumes and gathering information for a report.</i>	\$45.00 Per Hour TWO Hour Minimum
Notary Public (Colorado Only)	\$5.00 per Signature
e-Notary Services (Colorado Only)	\$10.00 per Signature
Spreadsheets	\$45.00 Per Hour
Email Management Services Bill Paying Services <small>(From your Account)</small>	\$45.00 Per Hour
Live Telephone Answering—Virtual Receptionist	\$45.00 per hour
Hourly Rate	\$45.00

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Located at www.thebestva.com, visitors can access our FREE Site Promotion Service, FREE Meta Tag Maker, FREE Electronic Greetings, and the RSS Herald, our monthly online (PDF) Newsletter. (Now located at www.rssherald.com)

View our schedule, visit our chat room on our resources page, or drop by and watch the virtual assistant at work. www.kathyritchie.com



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