



Thank you for your interest in Assistant Match offsite assistant services. To learn more about you and your needs, please complete and return this supplemental information form to info@assistantmatch.com. Someone from Assistant Match will call you within one business day to discuss your specific requirements in more detail, discuss rates, and to match you with your ideal assistant.

Personal Information			
Name:		Date:	
Company:		Phone:	
City:		E-mail:	
State:		Website:	

1. How did you hear about Assistant Match?
2. What made you decide you needed an offsite, virtual assistant?
3. What goals will working with an assistant help you achieve?
4. Have you worked with an assistant before?
 Offsite assistant In person assistant
If so, what was your experience? (What worked well and what were the challenges?)
5. Explain the sort of work you do.
6. In what areas do you need assistance?
7. List the specific duties you would like your assistant to do.
8. Do you anticipate needing ongoing assistance, or help with a one-time project? If you need assistance for a project, how long do you think it will take?
9. What software or equipment does your virtual assistant need? (Please include *your* year/version of any software you list so your assistant will have compatible versions)

10. List any virtual or online programs that your assistant should know.
11. What industries should your assistant have experience in?
12. How would you describe your work style? How would others describe it?
13. Do you prefer communicating by email or phone?
14. Do you know approximately how many hours a month you would like assistance?
15. What days and hours, in which time zone does s/he need to be available, if applicable?
16. Will the nature of the work necessitate you to contact your assistant on a continuous basis as things arise, or will you give general direction and be in contact once the tasks are completed?
17. Do you know the exact specifications you want, or are you hoping for suggestions from your assistant?
18. When working, do you approach things in a linear way, having a set timeline and way of doing things, or do you work in a more circular fashion, knowing the big picture and jumping around as needed?
19. How tech-savvy do you consider yourself?
20. How would you describe your ideal assistant?
21. When is the best time to contact you to discuss this form?

Email completed forms to info@assistantmatch.com or fax to 866-261-9656