



## **Excellence is our standard.**

Virtual Office Team provides exceptional service in all areas of presentation creation and support. Our industry knowledge, design skill and technical expertise allows us to produce superior presentations that consistently impress.

## **Our mission is to achieve your presentation goals.**

Our business is to first understand your goals and then use this knowledge to produce premium presentations. Our presentations will efficiently and effectively communicate your message, and persuasively and successfully market your product or service. We specialize in offering a full range of support for every aspect of your presentation including content development, copywriting, editing, custom template design, page layout, content input, animation/multimedia and output options.

Need only a little help? We are also a great resource if you need only a design template or small changes to your presentation. We will customize the level of support to meet your needs.



## Professional **Presentations**

**We can do it all. And do it well.**

Virtual Office Team specializes in offering a full range of services to support every aspect of your presentation. Whatever the request, our team is here to ensure your needs and goals are met.

- Template design
- Content development
- Copywriting and editing
- Content organization
- Content input and editing
- MS PowerPoint Word and Excel
- Page design/layout
- 3D graphics
- Charts
- Maps
- Illustrations
- Photos
- Sounds and music
- Logo animations
- Macromedia Flash animations
- Video editing and embedding
- Streaming media encoding
- Interactive and self-running CD & DVD
- CD & DVD production
- On-site staffing

**Confidentiality guaranteed**



## Custom **Template / Page** Design

**A good design is worth a thousand words.**

The visual impact a presentation has on its audience should not be underestimated or overlooked. People react to aesthetics first before even hearing the content. And yet, this valuable opportunity to impact an audience is too often downplayed or ignored. A customized presentation will reinforce branding, add a higher level of sophistication and professionalism, and help establish the desired mood or tone.

Virtual Office Team will design your background template as well as individual pages of your presentation. Our team of talented design professionals are experts at visually interpreting your marketing and communication needs. We will create appealing graphics that will clearly communicate your strategic objectives and appropriately influence viewers towards your marketing goals.

- Customized templates
- Page design/layout
- 3D graphics
- Charts
- Maps
- Illustrations- Photos



## On-Site **Staffing**

**Short-Term? Long-Term?**  
**We staff according to your terms.**

Whether your company's needs include staffing an entire creative department or finding one PowerPoint person for the day, Virtual Office Team will provide you with the right staffing solution. We have teams of experts in graphic design, multimedia, and MS Word/Excel/PowerPoint available to support your project or event, or to supplement your current staffing. We will work closely with you to determine the exact qualifications and skills required and place individuals with technical abilities and experience appropriate for the job and environment.

- Temporary and permanent placement
- Consulting
- Multimedia specialists
- Graphic designers/illustrators
- MS PowerPoint designers/operators
- MS Word/Excel operators
- Technical support
- Group managers/team leaders
- Work traffic coordinators
- Roadshow/tradeshows support
- Conference/event support



## **Multimedia / Interactive** Presentations

**Maximize your presentation's impact through sound and motion.**

**Question:** How do I keep an audience's attention and make them remember my message?

**Answer:** Add video, animation, sound and interactive options to your presentation.

Audiences today are more sophisticated than ever and it often takes more than a templated static presentation to make an impression. Multimedia can add a significant amount of audience interest and also make your presentation memorable. An interactive presentation allows your clients to customize the presentation to suit their needs. Audiences are more receptive when they are able to control and personalize their experience. Adding multimedia and interactive options to your presentation will add valuable audience response.

- Macromedia Flash animations
- Video editing and embedding
- Streaming media encoding
- Sounds and music
- Logo animations
- Interactive and self-running CD & DVD
- CD & DVD Production