



OUTSOURCE ACCESS™
REDEFINING HOW YOU SCALE

About Us

Redefine How You Scale Your Business: We are over 450 employees strong helping entrepreneurs and businesses in marketing, sales, operations, personal tasks and more with our highly trained, affordable virtual staff.



Why Choose Us

- We have a rigorous vetting process
- Our VAs go through our signature bootcamp program
- Signature Matching Process
- We create a playbook for each of our clients
- Tactical Skill Support Staff
- Substantial In-House Support

**Get more done.
Enjoy more life.**

“This award recognizes companies that have gone above and beyond to make a positive impact on their communities, their industries, the environment or society as a whole.”

At Outsource Access we are committed to helping our staff and Clients realize their full potential and it is an honor to be recognized!



Gratitude

Relationship-Driven

Everlong Quest for Improvement

Attention to Detail

Thoughtful Communicators



Our Process

Needs Assessment

You will be required to answer a questionnaire to identify your outsourcing requirements

45mins

Discovery Call

You will have a deep dive call with our Head of Talent and Matching to identify Top 5 Critical Projects to tackle on your first 90 days with the VA

VA Matching

Outsource Access will provide you with the top 3 candidates based on your requirements

VA Interviews

Outsource Access will facilitate the interview with you and the selected VA. This normally takes 30 mins to 1 hour which would help determine if the VA would be fit in terms of personality and your working environment and culture

VA Interview Evaluation

Outsource Access will send an evaluation form to get your feedback from the interview and determine the next steps

Service Agreement Signing and First Month Payment

You will have to sign the service agreement electronically and pay for the first month and pay for the first month via a custom cart link provided by the Outsource Access Sales Team

2 - 3 Weeks

VA Bootcamp

Outsource Access will provide the essential training to VAs which includes Language, Tools, and Skills

VA Onboarding

The Outsource Access Operations Team will facilitate the onboarding with the VA. Email accounts, passwords, Virtual Desktop (if needed) will be set up during this time.

7 Days

Day to Day with VA

You will now start working with your VA. Outsource Access Operations Team (Team Leaders, Operations Manager, Head of Operations) will help you manage your VA at different levels respectively.

FAQs

What about time zone? Will my VA be able to work my time zone? And if not, how will it work if I can't communicate with them?

Your Virtual Assistant can work any timezone that you prefer. We will say though, that a lot of our US clients actually prefer their VA to work overnight so that work is completed when they get in the office in the morning.

Do I have to sign a long-term contract?

We love to offer our clients the security of flexibility. You will just need to let us know 90 days in advance if you need to cancel for whatever reason.

What if my VA decides to leave for medical or family reasons?

Your VA creates a playbook of all of your processes starting day 1. In the unlikely event that a VA should leave for any reason, we can have another VA hired and trained on your processes. Of course you'll have to introduce him or her to your company, but the down time should be minimal.

What if I don't like the VA I'm matched with?

We offer you several candidates to interview and hire. If for whatever reason, the VA that you decide to choose and hire is not working out, you can let us know and we can match you with a better fit.