# LIVE PERSON

# Hello, my name is Matthew Lind and I am a Real Estate Virtual Asst., How Are You? I was just calling you today to see if you may be in need of a Real Estate assistant?

1. **ARE YOU FAMILIAR WITH ALL OF THE MONEY SAVING BENEFITS OF WORKING WITH A REAL ESTATE VIRTUAL ASSISTANT?**No Setup Fee's, No Long Term Commitments Required, No Extra Office Space Needed, No Extra Computer or Internet Connection Needed, No Extra Phone Line or any Special Software Required, AND You Don't Pay Taxes, You Don't Pay Benefits, and Only Pay for Actual Time Worked.
2. **ARE YOU FAMILIAR WITH ALL OF THE TASKS THAT CAN BE PERFORMED BY A REAL ESTATE VIRTUAL ASSISTANT?**Listing Coordination, Transaction Coordination, Just Listed /Just Sold Postcards, Print Advertising, Web Advertising, Web Design, Search Engine Optimization, Search Engine Marketing, Adding/Modifying/Deleting Listings On the Internet, Creating And Printing Property Feature Sheets, Brochures, And Marketing Materials, Contact Management, including Emailing Clients, and Creating Virtual Tours.
3. **DO YOU HAVE A WEB SITE? DO YOU NEED ANY ENHANCEMENTS?**
4. **HAVE YOU EVER THOUGHT OF INCREASING YOUR WEB PRESENCE ON THE INTERNET THROUGH GOOGLE ADWORDS, YAHOO SEARCH MARKETING, AND OTHER TO ATTRACT BOTH BUYERS AND SELLERS?**
5. **WHAT ABOUT CREATING A WEB PAGE THAT IS DEDICATED TO A PARTICULAR NEIGHBORHOOD OR COMMUNITY?**
6. **MAY I SEND YOU AN EMAIL WITH MORE INFORMATION?**

# Voice Mail Script

Hi, this is Matthew Lind and I am a Real Estate Virtual Assistant. I was just calling to see if you may in need of a real estate assistant. My phone number is 352-245-9585 and my web site is at [www.delraycomputer.com](http://www.delraycomputer.com). THANK YOU!

**Notes: Phone: Date: Email:**