



Jon Busack, BS, NLP

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To whom it may concern—

As many entrepreneurs and professionals find out the hard way, you can't do it all by yourself— you need a support team of competent professionals to take your business to the next level. I heartily recommend Barbara Rowen of Virtually Everything as just such a professional, for administrative and secretarial assistance at all levels. She is of invaluable assistance to me in my business.

Here are some of the many services she provides for me—

- Business card, stationery, and mailer design and printing
- Professional writing, proofing and editing
- Website design and maintenance
- Email newsletter design and maintenance (html and text)
- Short-run professional printing services
- Scheduling, phone services, contact database management
- Special projects, such as research and software debugging

Barbara is far more than a secretary. She is a competent executive assistant that you can hire by the hour, who takes a personal and meticulous interest in everything she does. She has common sense and takes the initiative when needed. She is very organized and has saved my bacon a number of times.

Barbara maintains her own office, fully equipped with all the latest software and state-of-the-art computers and commercial-grade printers, so has the tools to do almost anything you wish. In addition, the vast majority of our work together we accomplish over the phone or Internet, which is a great time-saver for me. Her legal background is also valuable. Although she leaves the legal advice to the lawyers, Barbara has a great insider's view on the legal world that has proved very useful to me.

Barbara is discreet, timely, and honest. I can trust her with my most sensitive information and my most difficult clients. If you need an executive assistant but cannot yet hire one full-time, or if you just need some simple secretarial or phone support, or if you need short-run graphic and printing services, I highly recommend Barbara Rowen of Virtually Everything.

Warmest Regards—

Jon Busack, BS, NLP  
Personal Advisory Services, and  
Co-Author with Brian Tracy and Mark Victor Hansen of  
"Create the Business Breakthrough You Want"

PS—If you find any errors in this letter, it is simply because this is one letter I didn't have Barbara help me with.