

## Business Branding Template

Name of Business: **My Client's Desk Virtual Business Support**  
Address: **Taytay Rizal, Philippines**  
Contact Number: **+639328754880**  
Email: **joan.s.gocalin@gmail.com**  
Website: **--**  
Contact Person: **Joan Gocalin**

Vision: ***A trusted virtual assistant who will not just support but also play an important role in developing strategies in client's business success***

Mission: ***Consistently provide exemplary business support services and build long lasting working relationship with clients***

Goal: **To partner and help client's business grow by;**  

- Taking over with the administrative work and email management
- Performing research, gathering and analyzing data

Tagline: ***A partner to client's business success***



Logo:  
Main font style: **Anton**  
Other font style: **Playlist Script, Hussar Bold**  
Main color: **Dark Turquoise, Cobalt Blue**  
Color Palette:



Services/Product Offered: **Administrative Services**  
**Freelance Virtual Assistance**

Working Hours: **Mondays to Fridays, 7am to 4pm**

Target Market Info

Dominant gender: **Men**  
Age Range: **25-50**  
Locations: **United States**  
Time of engagements: **8pm-5am**

Social Media Sites

Facebook  
Twitter  
Linkedin  
Instagram  
Youtube

Websites:

Competitions:

- hardworking and reliable
- engaged and committed