

# Business Branding Template

**Name of Business:** MJT - General Virtual Assistant

**Address:** Isabela, Philippines

**Contact Number:** 0906-281-5239

**Email:** [Markjoshuataguba22@gmail.com](mailto:Markjoshuataguba22@gmail.com)

**Contact person:** Mark Joshua Taguba

**Vision:** To provide quality, competent and effective virtual assistance service experience to clients worldwide.

**Mision:** To inspire optimism, passion, and commitment by establishing the value of every client's satisfaction and happiness.

**Goal:** To create a systematic and flexible work time schedule to achieve quality-assured and efficient results while working from home.

**Tagline:** Experience the exceptional service you deserve.



**Logo:**

**Main font style:** Arial, Lucida handwriting, Copperplate Gothic Bold

**Other font style:** Cooper black, Natural MT Scripts Capital, Monotype Corsiva

**Main color:** MJT - General Virtual Assistant



**Services/Products Offered:** General Virtual Assistant Service

**Days Open:** M-F

**Hours Open:** 9pm-5am

Target Market Info:

**Dominant gender:** Men/Women

**Age range:** 25-40

**Location:** United States

**Time of engagements:** 8pm

Keywords

**Main:** General Virtual Assistant, Virtual Assistant

**Supporting KWs:** Virtual Assistance, virtual assistant, freelancing, freelancing virtual assistance, online freelancing virtual assistant, online freelancing general virtual assistant.