



# Whittier Canada Enterprise Inc.

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April 25, 2012

OIVAC - IVAD Award Selection Committee  
Client Testimonial for Janice Byer

To whom it may concern,

Janice has been my virtual assistant for over 12 years now and, to be quite honest, I don't know what I did before she came along. She has helped my business grow in ways I never thought possible and she makes sure that my business runs smoothly no matter where I am.

To list the services that she provides for me would take too much space... she does it all. The following is just some of what she does for me:

- Answers all of my incoming calls... my clients love!
- Answering all of my emails and responding as needed
- Producing all of my letters, sales orders, quotations, purchase orders and more
- Designing my marketing material
- Designed and maintains my company website
- Coordinating all of my travels plans (flights, cars, hotels, etc.)
- Keeping my calendar up to date making sure I don't miss any appointments
- Keeps our computers up to date and virus free (etc.)
- And she even helps with some personal things such as ordering flowers for my wife, etc.

Janice is not only my office manager, she is also part of my family. She and my wife and daughter get along great and she is more than willing to help them with any projects they need assistance with.

I was so happy to hear about her nomination for this award. She deserves it more than anyone I know. Over the years I have seen her in her capacity as not only my right-hand but have also seen how she has helped others who do what she does become successful. I am not sure what the criteria is for this award but can almost guarantee that she meets every single prerequisite. She is the best VA out there (okay... I may be a bit biased but that is how I feel about her and everything she does for me).

Sincerely,  
Carl Whittier, Owner  
Whittier Canada Ent. Inc.

# Luxury Lifestyle Management

Step inside our circle of trust.....

April 26, 2012

Dear Sir/Madam,

Janice Byer of Docutype.net has been our webmaster and Virtual Assistant for the past 11 years and counting. Over the past 11 years she has helped to redesign, redefine, and implement many time saving ideas into our business. She has become an integral part of the way we do business (as an online company) with a focus on a timely and dedicated approach to her work.

Janice has also proven without a doubt that she can be trusted. One of the problems I had over the years was finding someone who could be trusted with our sites, in both design and in having access to our "store front" which was in essence our site. She is truly a hardworking and honest person, which means more than gold to a company like ours.

She has helped implement design and ideas for [www.dreamexoticrentals.com](http://www.dreamexoticrentals.com), [www.hotcarsmiami.com](http://www.hotcarsmiami.com), [www.europeanvacationrental.com](http://www.europeanvacationrental.com), [www.estatevacationrental.com](http://www.estatevacationrental.com) and so many more. As our business grows, so does our commitment to Janice and her work ethic.

We hope that she succeeds in every way possible for her future and present endeavors.

Truly



Maria Salazar

President

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Date: May 3, 2012

To: IVAD Awards Selection Committee

Fr: Leo Quilty  
President  
Leo Quilty Inc.

Re: Janice Byer, CCVA, MVA  
Docu-Type Admin Services

I have been a customer of Janice since shortly after starting my consulting business in 1997. Janice has been nothing short of indispensable to me since that time. I can not over emphasize the most enduring quality Janice exudes - incredible customer focus -both in terms of quality of work and in the professional manner in which it is delivered.

Janice does all of my more complex presentations. Most of them have tight deadlines and multiple edits. Janice somehow seems to meet every deadline while still producing a quality product - all with a smile on her face.

Janice also built and maintains my simple and effective website.

There is one other quality Janice possesses that also makes me want to support her business. That is her commitment to continuing education and development of her professional skills. Given her multiple client commitments, being a published author and her hectic life as an equestrian Mom to her daughter and horses; I am both amazed and inspired by her level of energy and organization.

I hope I have managed to convey why I firmly believe that Janice is most deserving of this worthy distinction.

Sincerely,

Leo P. Quilty