

IVAA PREFERRED PARTNER PROGRAM

The IVAA Preferred Partner Program offers IVAA members a list of approved vendors that provide services and products useful to the virtual professional. The list of participating vendors will appear on the IVAA website in the Members Only area and on the IVAA Preferred Partners page.

VENDOR GUIDELINES

Service providers interested being part of this program will need to provide the following:

- Submission of a Proposal outlining services offered and special consideration for IVAA Members. The minimum benefit allowed is a 20% discount or free product with a minimum value of \$100.00
- Submission of no less than three business references.
Reference letters submitted along with the application must cover thoughts on the following points.
 - Length of association with the Vendor's company.
 - Does the program/service run as outlined on the Vendor's website?
 - Have they had reason to work with the Vendor's customer service for any reason? If so, would you say the response and solution to their issue(s) were: excellent; good; fair; or poor?
 - Would they recommend the Vendor's program/service to others?
 - Anything else they might like to share about their experience with the Vendor's company?
- Signed contract (provided by IVAA) indicating a one-year automatically renewable contract that includes a thirty day cancellation clause.
- Approved vendors are required to adhere to the IVAA Code of Ethics. This code can be found in writing on the IVAA Member website.
- There is a three vendor limit per business category - with one slot reserved for an approved IVAA member who wishes to participate. *As of July 23, 2008 current vendors and vendors with Preferred Partner applications pending would be "grandfathered" in to the previous guidelines of five vendors per business category.

VENDOR BENEFITS

Our approved preferred partners will receive the following benefits:

- Inclusion in an alphabetical list of approved vendors.
- IVAA Members who are vendors will receive their listing in bold and "IVAA Member" at the end of the description. This notation will link to the member's profile.
- Mention in the IVAACast, a monthly e-newsletter with a circulation of more than 10,000.
- One-time announcement via email from the President to IVAA member base of over 1,200+ virtual professionals.
- HTML listing in 'Members Only' area and Preferred Partners micro site within the IVAA member website.

WEB

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888.259.2487

MAIL

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BUSINESS CATEGORIES

The following is a list of business categories that would be useful to our members. Additional categories may be added at the discretion of the Benefits Committee and/or Board of Directors

Answering Service	Accountants
Attorneys	Audio/Video Support
Caterers	Cell Phone Service Providers
Coaching - Business	Coaching - Computer
Coaching - Life/career	Coaching - Marketing
Coaching - Niche	Coaching - Start-up
Coaching - VA	Collaboration Software
Computer Hardware	Computer - Remote Access
Computer Software	Corporate Gifts
Contact Center	Education - VA Technical
Education - VA General	Education - VA Social Media
Education - VA Content	File Sharing and Storage
Email Marketing	Health Insurance/Benefits
Gifts	Insurance - Business
IT Support	Logo Creation
Language Services	Merchant Accounts
Marketing Services	Printing
Office Supplies	Project Management
Professional Organizers	Publishing Services
Promotional Products	Software Certification
Shopping Cart Software	Software Training
Software (General and for VAs)	VA Shopping/Networking
Specialty Client Support	Telephone/Video Conference Svcs.
Website Creation	

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