**VIRTUAL ASSISTANT**

**Tips of Succeeding in online work**

* Niching down will make you better at your craft.
* Do not depend on one platform.
* Keep searching for new clients.
* Stay online and respond fast.
* Keep your clients updated.

**IDENTIFYING RED FLAGS**

1. Client resisting a written work agreement.
2. Higher than average rates than off platform communication request.
3. Pay to work deals and request for free samples.
4. Unfamiliar payment methods.

**COMMON PAYMENT METHODS**

Dollar is the main currency used.

1. PayPal
2. Escrow
3. Skrill
4. Pioneer

*1.timebucks.com*

*2.booking.com*

*3.airbnb.com*