<!DOCTYPE html>

<html lang="en">

<head>

<meta charset="UTF-8">

<meta name="viewport" content="width=device-width, initial-scale=1.0">

<title>Virtual Assistant Services</title>

<style>

body { font-family: Arial, sans-serif; margin: 0; padding: 0; text-align: center; }

header { background-color: #0073e6; color: white; padding: 20px; }

section { padding: 20px; }

.services, .about, .contact { margin: 20px auto; max-width: 800px; }

footer { background-color: #f1f1f1; padding: 10px; margin-top: 20px; }

.button { background-color: #0073e6; color: white; padding: 10px 20px; text-decoration: none; display: inline-block; margin-top: 10px; }

</style>

</head>

<body>

<header>

<h1>Professional Virtual Assistant Services</h1>

<p>Your go-to assistant for administrative & business support.</p>

</header>

<section class="services">

<h2>Our Services</h2>

<ul>

<li>Administrative Support</li>

<li>Email & Calendar Management</li>

<li>Data Entry & Research</li>

<li>Social Media Management</li>

<li>Customer Support</li>

</ul>

</section>

<section class="about">

<h2>About Us</h2>

<p>We provide top-tier virtual assistant services to help businesses and entrepreneurs focus on what matters most.</p>

</section>

<section class="contact">

<h2>Contact Us</h2>

<p>Email: contact@yourva.com</p>

<p>Phone: +27 123 456 789</p>

<p>Follow us on <a href="#">LinkedIn</a> | <a href="#">Twitter</a></p>

<a href="https://calendly.com/yourva" class="button">Book an Appointment</a>

</section>

<footer>

<p>&copy; 2025 Virtual Assistant Services. All rights reserved.</p>

</footer>

</body>

</html>