<!DOCTYPE html>

<html>

<head>

<title>Virtual Assistant Services</title>

<style>

/\* Define the styles for the body element \*/

body {

font-family: Arial, sans-serif;

background-color: #f2f2f2;

}

/\* Define the styles for the header element \*/

header {

background-color: #333;

color: white;

padding: 1em;

text-align: center;

}

/\* Define the styles for the navigation menu \*/

nav {

background-color: #333;

color: white;

text-align: center;

}

/\* Define the styles for the navigation menu links \*/

nav a {

color: white;

text-decoration: none;

padding: 1em;

display: inline-block;

}

/\* Define the styles for the main content section \*/

main {

padding: 1em;

}

/\* Define the styles for the footer element \*/

footer {

background-color: #333;

color: white;

padding: 1em;

text-align: center;

}

</style>

</head>

<body>

<header>

<h1>Virtual Assistant Services</h1>

</header>

<nav>

<ul>

<li><a href="#services">Services</a></li>

<li><a href="#about">About Us</a></li>

<li><a href="#contact">Contact Us</a></li>

</ul>

</nav>

<main>

<section id="services">

<h2>Our Services</h2>

<p>We provide a wide range of virtual assistant services, including:</p>

<ul>

<li>Calendar management</li>

<li>Email management</li>

<li>Social media management</li>

<li>Data entry</li>

<li>Research and analysis</li>

</ul>

</section>

<section id="about">

<h2>About Us</h2>

<p>We are a team of highly skilled and experienced virtual assistants, committed to providing top-notch support to our clients. Our goal is to help businesses and individuals save time and focus on what really matters by taking care of their administrative tasks.</p>

</section>

<section id="contact">

<h2>Contact Us</h2>

<form action="submit-form.php" method="post">

<label for="name">Name:</label>

<input type="text" id="name" name="name" required>

<label for="email">Email:</label>

<input type="email" id="email" name="email" required>

<label for="message">Message:</label>

<textarea id="message" name