



Virtual PA Service

Constantly Under Pressure?

As a small business (or even a larger one), there may be times when you just don't have enough hours in the day.

Taking on a permanent person is not always the answer. You have to consider the cost implications of hiring a new member of staff which can be considerable.

But don't fret, there is a solution. A virtual PA (aka virtual assistant/virtual temp) will free up your time. Instead of working 'in' your business, you'll be able to focus on 'building' your business with that peace of mind that your clients and office tasks are being taken care of.

What are your benefits to having a virtual PA? Well here are a few:

- No PAYE, Pensions, Holiday/Sickness to pay.
- No need to purchase a new desk/phone/PC.
- Pay as you go service – just use your virtual PA when you need her/him.
- No contracts
- Tailored to YOUR needs

Whatever you want, whenever you need it we can deliver.

Call us on 01252 372824 or [email us](#) and find out how to release your time for what **you** do best.

Some of the things you might want a virtual assistant to do to support your business:

- ✓ Call handling
- ✓ Copy Typing
- ✓ Data Input
- ✓ Diary Management
- ✓ Digital Transcription
- ✓ Email handling
- ✓ Envelope Stuffing
- ✓ General Administration
- ✓ Sickness/Holiday cover
- ✓ Mail shots and Data Files
- ✓ MSN/Skype Support
- ✓ Order processing/credit card payments
- ✓ PowerPoint Presentations
- ✓ Sales Administration
- ✓ Secretarial Duties
- ✓ Surveys
- ✓ Training Coordination
- ✓ Data Cleansing
- ✓ Social Media management

Hourly rates:

- Up to 10 hours - £25/hour
- 11-20 hours - £22.50/hour
- 21-30 hours - £20.25/hour
- 31-40 hours - £18.23/hour
- 41-50 hours - £16.41/hour
- 51-60 hours - £14.77/hour

Billed to nearest 15 minutes.

Same Day/24 hour turnaround/Weekend and out of hours working billed at time and a half.

Minimum of 2 hours per month required.

We also provide the following support services. Please ask for information:

- [Audio Transcription](#)
- [Virtual Office & Call Answering](#)