



Virtual Assistant Service

Tel: 03302 235170

Small Business Owners

As a small business, there may be times when you feel overwhelmed with all the tasks that need to be done.

Maybe you are the owner of a busy on line retail business. A Virtual Assistant can answer calls, deal with any enquiries, process orders and deal with any customer service queries leaving you to focus on building your brand.

You could be an events/training company arranging seminars/courses. A Virtual Assistant can deal with all the logistics such as taking bookings, issuing joining instructions to all the delegates and ensuring they get to where they need to be.

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 and not everyone gets along.

Here are a few benefits to having a virtual assistant:

- Available on demand for any length of time Monday to Friday 9am to 5.30pm
- No need to purchase a new desk/phone/PC or worry about staff disputes
- Pay as you go hourly service
- You won't have to pay them for holidays or if they go sick. No pension contributions.
- Can cover staff holidays/sickness
- Can do pretty much any office support function as required.
- A virtual assistant will free up your time. So 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.

Some of the things our virtual assistant can do to support your business:

- ✓ Handling enquiries (by phone, social media, email)
- ✓ Copy Typing
- ✓ Data Input
- ✓ Diary Management
- ✓ Training Coordination
- ✓ Events Coordination
- ✓ General Office Support/Administration
- ✓ Mailshots
- ✓ Order processing
- ✓ PowerPoint Presentations
- ✓ Sales Administration
- ✓ Secretarial Duties
- ✓ Surveys
- ✓ Data Cleansing
- ✓ Social Media Management



Hourly Rates:

- Up to 10 hours - £25
- 11-20 hours - £22.50
- 21-30 hours - £20.25
- 31-40 hours - £18.23
- 41-50 hours - £16.41r
- 51-60 hours - £14.77
- reduced by 10% for every further 10 hours.

Minimum 2 hours per month, billed to nearest 15 minutes.

Same day requests or special projects that involve out of hours working are billed at time and a half. Closed bank holidays.

Whatever you want, whenever you need it a Virtual Assistant can deliver a professional office support function for your business.

Call us on 03302 235170 or [email us](#) to find out how to release your time for what **you** do best.

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

- [Audio Transcription](#)
- [Call Answering](#)
- [London Virtual/Registered Office Address](#)
- [Social Media Management](#)