

Virtual PA Plus

Specialist service for start-up businesses

What we can offer

The needs of a start-up, or recently started business, are slightly different to a more established business. So, we have created a package of services, and a price-point to make sure they are affordable, to meet these needs.

For an all-inclusive fixed monthly fee, we will provide all of the services listed on the right.

In addition, we will schedule a monthly two hour meeting to review your business progress and offer any help and advice that we can.

(It is not that we are necessarily experts, but the value of an honest and objective second viewpoint is invaluable in running a new business.)

Key features

1. Professional and personalised 24/7 telephone answering service (with call charge).
2. Managing of business email enquiries and diary management for you.
3. Producing professional, high quality marketing materials: letters, proposals, leaflets, handouts, etc.
4. Business concierge service, booking travel and venues.
5. Get you on the web: low-cost website, personalised email, and listing with main networking sites.
6. Telephone marketing, identifying potential contacts or companies and building a simple CRM database.
7. Secretarial services – sending out quotations, letters, proposals, resumes, mail-shots and newsletters.

Pricing

Fixed packages are available for 10, 20 and 30 hours per month at a discounted rate of £14.50 per hour (plus VAT). This is payable monthly, with unused time rolled over indefinitely.

Options

- Low-cost business cards, letterheads, brochure printing etc.
- Sales coaching/training
- Postal office address
- Limited company formation from £45



Work smarter – not harder

