

# Virtual PA Plus

## Document and presentation services

We offer a full range of professional copy writing, copy editing and proofreading, plus general word processing services.

### What we can offer

Virtual PA Plus offers a low-cost and flexible solution to your document needs. We offer a range of services in a simple, efficient, customer-focused approach.

This includes copy writing, copy editing, proofreading, document formatting, graphic design, PowerPoint presentations, plus translation and transcription services.

Within our team, we have many specialists with experience in particular areas, e.g. Legal, technical publishing, proposal and bid response, academic, medical, marketing, brochure/web copy, journalism and PR.

We also have experience in the design and production of training materials, handouts, booklets and publications, plus press releases, advertising copy, newsletters and proposals. If required, your documents can be stored on our secure on-line server allowing you to check progress or access them from anywhere, at any time.

### Key features

- Several teams (not just one individual) of qualified and experienced UK-based copy writers, editors and proofreaders.
- PowerPoint and Excel specialists.
- Formatting, printing and binding service - free quotation before starting.
- Fixed price CV writing - £49, unlimited changes (for 30 days) and covering letter.
- Competitive rates, with free quotes on all work and all work guaranteed.
- Transcription services – from MP3 or Easyscribe files.
- Translation services

### Pricing

Simple hourly rate for ad-hoc work, with discounts for volume, regular or contract work.

Translation and transcription priced per assignment.

### Options

- Copywriting service – call for details.
- Fixed price CV writing - £49.
- PowerPoint and Excel specialists.



**Work smarter – not harder**

