

Virtual PA Plus Associate

A great ready-to-run business opportunity.

Interesting and enjoyable work, home based, family friendly, set your own hours, full support of an established business.



Virtual PA Plus
Childwickbury House
Harpenden Road
St Albans
Herts, UK
AL3 6JX

Tel: 0845 050 6386

Fax: 01727 730703

Email: info@virtualpaplus.co.uk

Mobile: 07739 847950

Become a Virtual PA Plus Associate

Virtual PA Plus provides a full range of business and office support services.

We are now seeking talented and outgoing people to become Virtual PA Plus associates. For a small initial investment to cover training and a low monthly licence fee, you will gain these great benefits:

Flexibility

A great business that you can run from home, with fully flexible hours. This is an ideal part-time role, but could also easily become full-time.

Job satisfaction

Whilst having the freedom, autonomy and satisfaction of being your own boss, you will also have the full support of our team, and other VPA Plus Associates around the country

Low risk, low-cost, ready to go

We provide you with a ready-to-run business, with a very small learning curve. We have developed a complete business model – pricing, products and services, marketing, computer systems, and so on. Our training will save you time and money, and reduces the risk, and cost, of starting up or running your own PA business.

The start-up fee to cover training is just £95, with no obligation to go ahead.

If you do, the monthly licence and support fee is £95. This provides you with, telephone answering, customer invoicing and all support services listed on the next page. (all prices plus VAT).



This opportunity combines the best of both worlds – working for yourself and being part of a larger organisation.

Our support team can provide training and guidance in your business, providing a complete 'ready-to-run' business. Plus, the network of associates can also provide help and support on larger projects, specialist skill areas or take the load off during busy times.



Call me to discuss in more detail – Graham Roberts-Phelps

graham@virtualpaplus.co.uk

0845 050 6386 07515 851 691

What you get as a Virtual PA Plus Associate

We provide you with a complete business kit, plus two-day training course, branding, business plan, software, online systems, business stationary (at small extra cost) and website pages, plus as much help, training and support as you need, including sales and marketing skills.

This gives you all the things you can see listed below, and more as we constantly evolve our, and your, business. You keep 100% of all revenues.

Key features include:

- Two-day initial training course in our systems, marketing, sales and business model, plus regular follow-up training.
- Your own Limited company to simplify tax and payments (additional charge).
- Secure online email and diary system, plus document storage, VOIP phone, messaging and web conferencing (some additional charges may apply).
- Featured pages on our main website and your own personalised email address.
- A full-set of free business software – Office suite, Image and photo editing, design templates, graphics library, etc.
- Provision of 24 hour, seven day a week centralised telephone answering service for you, and a service you can sell to clients.
- Centralised CRM system that allows you to 'own', track and manage leads and customers. This is also a system and service you can provide to clients.
- Leads and enquiries from our website and other marketing activities.
- Access to a large number of business network sites, events and clubs.
- Comprehensive start-up kit of business cards, stationery, leaflets and marketing materials.
- Bi-monthly meetings and training events, with social events in-between.
- Full support from our team of experts – accounting, software, technical, sales, customer service and more.
- Optional centralised invoicing of all clients and credit control, less hassle and more time for you.
- A complete set of products and services to offer clients, in addition to any specialist skills or services that you may have, with attractive information sheets.
- Access to our network of suppliers and partners – printers, parcel delivery, CRM software, email marketing system and expertise, travel and hotel booking, graphic library, and more.
- Training in finding and winning new business, including networking and prospecting skills.
- Ability to share workload between other associates to cope with peaks in activity or for holiday and sickness cover.

Your questions answered

How much does it cost?

There is a training fee of £195, to cover initial training. Then there is a monthly licence and support fee of £95. The other cost is marketing material and stationary which we provide at cost. (All prices plus VAT)

We expect to provide some leads for you, and help you win new clients on your own behalf as well. If you were to start your own similar business from scratch, it would cost much more than this.

How much can I earn?

Your working hours are set by you, as is the type of work you do. Hourly rates that you can charge clients average around £15-£20.

What kind of work can I do?

There are full details of our services on www.virtualpaplus.co.uk and you will be able to provide all of these and more. Those activities that you do not wish to offer can be passed on to other VPA Associates on a split-fee basis. We will train you in website design and email marketing; and we have good online partnerships with translation and transcription agencies.

In addition to good secretarial skills we will train you to provide low-cost websites, email marketing services, marketing research and more.

What equipment will I need?

A mobile phone, laptop or PC, broadband connection, and an area to work at home. We provide a comprehensive suite of software and online services such as web conferencing, VOIP phone service, email management, document storage and so on.

Is it a franchise?

No, our fee covers regular training, ongoing support and a licence to use our branding, logos, business model and website, plus centralised customer contact centre and invoicing.

What do I get?

Basically everything you need to setup and run your own Virtual PA Business. This includes both initial and regular training, business cards, letterheads and leaflets, pages on our website and use of our proven business model and brand.

In particular you get a library of ready-made marketing materials and information to give clients, which we provide at cost.

Plus, you have someone to call for support whenever you need it – everything from a simple software query to technical accounting question.

Finally, our centralised customer contact centre means we take calls from customers on your behalf 24 hours a day, seven days week.

What kind of training do you provide?

The start-up training includes all our systems, products and services, plus sales and marketing skills to generate new clients. Networking is a key skill and we will share our contacts and methods with you.

Do you provide work/leads?

Yes, where we can. However, we will guide, support and train you to attract new customers effectively. You will also be able to network with other VPA Plus Associates and share workload. All leads come into our centralised contact centre and website and allocated on geography and specialism, if applicable.