

Virtual PA Plus

High quality, low-cost business support services

We can provide a full range of business support services at the click of a button in two ways:

1. Ad-hoc, when and as you need us, or for one off projects
2. A regular package and access to our main services at one standard rate.

Simply tell us your likely requirements and we create a bespoke, all-inclusive, package for you, with a simple and affordable fixed monthly fee. During quieter months unused capacity can be rolled over to use when you need it. This allows you to budget and manage the peaks and troughs of activity, with no people management overhead.

Virtual office and PA Service

This service provides you with a 24 hour personalised telephone answering service with high quality UK operators, plus the optional services of a Virtual Assistant to help manage your emails (either personal or customer), respond to enquiries and manage your diary.

Plus, our VPA, concierge and travel planning service can make sure you stay organised, and save you time and money.

Documents and PowerPoint

We offer a full range of quality document services. This includes copy writing, editing, proofreading, digital transcription and translation

Our specialist staff can also provide assistance with PowerPoint slide design and presentation 'make-overs'.

Bookkeeping

Our low-cost services include timely, accurate and personalised invoicing and credit control, analysis of expenses, and simple cashflow monitoring.

Whilst we cannot replace a good accountant, we can help with the daily running of your accounts and save you time and money

Low-cost web site design and email marketing

We can provide you with a fixed price professional low-cost website. Our standard packages include six or twelve pages, domain name, email address and first year hosting from just £125.

In addition we offer a fully-managed email marketing solution. This includes the writing, proofing and sending of high quality newsletters, surveys and promotional emails.

CRM database and sales tracking

Stay on top of leads and prospects, shorten the sales cycle and close more business. We can help researching target customers, organising meetings

or appointments and sales reporting. Finally, we can maintain an accurate and up-to-date CRM database.

Event management

And, just like any good PA, we can help with organising and managing events – business or personal – of any size – before, during and after.

All of these services are available at the end of your mouse. Helping you work smarter, not harder.



Virtual PA Plus

Telephone answering service and virtual office

This service provides you with a 24 hour telephone answering service with high quality UK operators, plus the optional services of a Virtual Assistant to help manage calls and emails (either personal or customer), respond to customer enquiries and manage your diary.

What we can offer

Virtual PA Plus can help you work smarter. Now you can create a virtual office easily and cheaply, offering a professional image and response to all clients and contacts. 24 hour cover, seven days a week at no extra cost.

You are just charged for the time on the telephone, and the call can be either put through or a message taken and an email or SMS sent to you real time.

Key features and benefits

- High quality UK operators
- 24/7 telephone answering at no extra cost.
- Free unique 0845 number or local number for small additional charge.
- No monthly charge, only £25 setup fee.
- Calls answered with your company and/or personal name.
- Calls transferred to UK number if required.
- Monthly summary of calls.
- Free email notification with SMS option.
- We can have you signed up with 48 hours.

Pricing

Calls are charged at 72p per minute for inbound or transferred calls. All we need is a £25 setup fee and your company or personal details.

We also offer an unlimited call service for £3 a day for higher volume users.

Options

We can respond and call customers back on your behalf, with an 'intelligent response' agreed with you in advance.



Work smarter – not harder

