

# How to Become a Successful Virtual PA

## Booking Form

Please print in block capitals and return to reserve your place.

Name	
Address	
Post code	
Mobile	
Email	

Training workshop you would like to attend

Date	
Location	
Notes	(special access requirements, dietary preference, etc)

I would like to pay by  Cheque  Paypal  Bank transfer

Please make cheques payable to 8020 Pareto Ltd and post to Shay Russell, **Virtual PA Plus, Childwickbury House, Harpenden Road, St Albans, AL3 6JX**. We can also accept payment by Paypal or bank transfer, and will call you with details

## Course details

Each workshop costs £195, including VAT, lunch and handouts. You can book with complete confidence as we offer a full money-back guarantee if you are not delighted with your experience.

Date	Location	Venue details
Monday 17 <sup>th</sup> November	St Albans	TBC
Friday 21 <sup>st</sup> November	Milton Keynes	TBC
Monday 1 <sup>st</sup> December	Aylesbury	TBC
Monday 8 <sup>th</sup> December	Cambridge	TBC

Other dates and locations to be scheduled.

Book two places (any dates) – 15% discount. To reserve your place, please email. Other locations are planned. [shay@virtualpaplus.co.uk](mailto:shay@virtualpaplus.co.uk) or call Shay Russell on 0845 050 6386

### About Graham Roberts-Phelps

The lead trainer for this course is Graham Roberts-Phelps, founder and Director of Virtual PA Plus. Graham has successfully run a number of virtual businesses, has written over twelve books on business and training and is a highly sought after and respected business trainer and consultant.

[shay@virtualpaplus.co.uk](mailto:shay@virtualpaplus.co.uk) Office: 0845 050 6386 Mobile: 07515 851 691

**Virtual PA Plus, Childwickbury House, Harpenden Road, St Albans, AL3 6JX.**