

Do you need a virtual assistant?

Virtual Assistants are not suitable for everyone, but if you answer yes to most of the following questions you should at least consider it.

Q. Do you spend too much time on administration when you should be talking to clients or building up business?

Q. Do you lose business because your inbox is too full and you fail to respond in a timely manner, if at all?

Q. Do you spend valuable time on repetitive, mundane tasks that someone else could do more effectively and more cheaply?

Q. Do you want to avoid taking on staff, but need help with routine tasks?

Q. Is your office too small for more staff?

Benefits

- No recruitment fees
- No additional office space required
- No additional equipment costs
- No tax or NI to pay
- No holiday or sick pay
- Pay for support as and when you need it

Contact

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*Do the things you want to do,
outsource the rest and
Let Lisa Do It*

Who

With over 16 years administrative experience, we are able to offer individuals and small businesses with flexible office support in a virtual capacity.

What

We do a majority of things that a personal assistant or office administrator does, but we're never in your office. Replying to emails, invoicing your clients... anything you can do online, we can help you with.

Why

Using a Virtual Assistant means you can concentrate on the business rather than the admin. You get more time to do what you do best..

Where

You do not need to find work space or equipment for us either, we supply all the required hardware and software.

We work remotely from Suffolk (UK).

However, we can offer an initial face to face meeting for local businesses (please contact for more information)

When

We are flexible and available outside of normal hours.

We have no minimum hour commitment and are only paid for the hours we work.

Testimonials

"Lisa's organisational skills are outstanding; she is highly skilled in office administration, project management and has excellent attention to detail. Lisa would be a valuable asset to any individual or organisation needing support in these areas."

(A. Stockburn - Assessment, Appeals and Re-validation Officer, NHS)

"Lisa was a great help to Recruitment Avenue, very professional and friendly service. I would recommend her to any business looking for extra help/cover"
(N. Derrick - Director, Recruitment Avenue)

**Contact us
today for your
FREE
consultation**

Our services

- Microsoft Office
(Word, Excel, PowerPoint - typing, spreadsheets and presentations)
- Email inbox management
- Diary management
- Business travel & itineraries
- Marketing
- Proof reading
- Project support and management
- Event organisation
- Internet research
- Much more...

Our prices

We offer various rates:

Hourly for one-off occasions

£25 per hour (min. 1 hr)

Single Purchase Packages for set budgets, ad-hoc support, or small projects

5 hours £110 (£22 per hour)

10 hours £200 (£20 per hour)

Retainers for ongoing guaranteed support

5 hours £110 (£22 per hour)

10 hours £200 (£20 per hour)

20 hours £400 (£20 per hour)

30 hours £600 (£20 per hour)