



BUSINESS SUPPORT

Services Guide

WHY WORK WITH A VIRTUAL ASSISTANT?

- Save on employee related taxes, insurances, superannuation, holiday pay, leave loading, sick pay
- Reduce your office expenses as VA's work from their home office with their own equipment
- You save money, by paying me only for the hours I work for you.

If you're not keeping up with your day to day admin or spending time doing it when you should be with clients, then we can take the load off you and do as much or as little as you need to give you some breathing space

General Administration

- Client communication – emails and telephone calls, appointments, follow-up
- Email management
- Travel management
- Calendar management – scheduling and appointment setting
- Document creation
- Word processing, Spreadsheets,
- Invoicing, quoting
- Purchasing and expense tracking
- Accounts Payable and Receivable
- Account reconciliation
- Create and maintain register and contact databases
- File and resource setup and management
- Record keeping
- Data Entry



BUSINESS SUPPORT

If you're not systems aren't working together, need updating or you've never had the time to put systems in place, we can help you to streamline processes and work toward giving you the time and resources to grow your business.

Business Support

- System setup and maintenance
- Creating and updating policy and procedures and manuals
- Customised templates
- Document creation, editing, formatting and proofing
- Document conversion
- Transcription and copy typing
- Research
- Create and maintain register and contact databases
- File and resource setup and management, record keeping
- Preparation of reports
- Proof-reading/Editing



BUSINESS SUPPORT

You can't be expected to wear all the hats in your business. Often we have great ideas to promote our business, offer specialist information or create simple ways to advertise specials or events but we either don't have the time or even know where to begin. Tell us your ideas and we can help bring them to life.

Creative and Marketing Support

Creative Services

- Presentations
- Templates
- Flyers
- Ebook
- Marketing materials
- Branding
- Newsletters
- Invitations
- Business cards

Website and Social Media

- Website Creation
- Website maintenance
- Digital Advertising - Local Pages, Yellow Pages
- Facebook Business Page creation and management
- Google Business Page creation and management
- Instagram Business Profile creation and management



BUSINESS SUPPORT

Support to manage your days so that you can focus on getting the jobs done

PA Services

- Meeting & Appointment scheduling
- Email management
- Calendar management
- Expense Tracking
- Travel coordination
- Event coordination
- Purchasing - Office supplies, online ordering
- Personal Assistance - gifts, appointments



BUSINESS SUPPORT

Pricing Structure

Pricing Guide

PAY AS YOU GO

Best suited to clients who only require assistance every now and then with general administration tasks

PREPAID PACKAGES

Best suited to clients who require ongoing assistance with specific tasks or would like the flexibility of being able to outsource tasks as they arise

FIXED PRICE

Best suited to large or unusual projects such as Websites, Online footprint, Creative Services etc, which are generally one-off requirements