



Proposal

Proposal for Virtual Assistant Services

Introduction

Giving you those extra hours when you need them

Links VA provides professional secretarial and administrative support to businesses and individuals. We provide support by utilising technology and working from our own fully equipped office. All work is completed using the cloud, email, telephone, and post.

This proposal is written with the goal of offering Virtual Assistant services to your company. We work with our clients using collaborative methods to ensure long-term relationships, as well as guarantee complete satisfaction for the client. This proposal will also outline every aspect of the transition from the benefits you will receive to the detailed description of how the work will be performed.

Benefits of hiring a Virtual Assistant

There are many benefits to outsourcing the administrative duties for your company and some of these are summarised below.

Cost Effectiveness – you only pay for productive time and materials used on your work. As we are not an employee of your company, you do not need to pay National Insurance contributions, pension plan, holiday pay or sick pay. Our rates are very reasonable for the services provided and can be less than half the cost of employing a full time Personal Assistant.

Professional Partner – by working in partnership with you, we take the time to get to know your working style, needs and business. We also offer honest advice and feedback allowing you to use your Virtual Assistant to brainstorm ideas and strategy.

Reliability – by working in partnership with you, we establish trust leaving you safe in the knowledge that a professional is handling your work for you.

Flexibility – we offer solutions for all types of requirements whether you need work completing on a daily, weekly or monthly basis, to helping with any ad hoc and specific projects you may have.

Back Up Support – because we tailor our services to meet individual requirements, we are able to work alongside existing staff to undertake work when they are overstretched or on holiday.

Frees up your Valuable Time – by outsourcing your tasks to your Virtual Assistant, you can concentrate on important things like growing your business, achieving work / life balance, networking and more.

Services Available

Working virtually in your office

Tel: 020 3567 4692

Mob: 07789 038 729



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The following services are available from your experienced Virtual Assistant.

Virtual PA Support – diary management, administration, client liaison

Events & Meetings – event support and organisation of any type of meeting, facilitation support

Lifestyle Management – PA for your personal life for time starved people

Credit Control – including chasing for late payments

Data Base Entry – entering delegate details, managing data

General typing – letters to clients, documents, procedures, audio typing

Microsoft – Excel, Word and PowerPoint

Blog & Social Media Support

Designing PowerPoint presentations – stand alone or to match audio

Book-keeping - (Excel, Free Agent and Xero)

Process Mapping

Cost Control

Please note, if your requirements are not listed, please ask.

Completing Tasks

Because the Personal Assistant duties are of a part time nature, your company is a prime candidate for services provided by a Virtual Assistant.

How is this possible?

With today's technology your VA is able to access your emails remotely, as she can also access any data bases.

Your VA will work from her own fully equipped office and be there at the end of the telephone so it will be just like working in the same building as you.

Work Schedule

All work will be completed on a timely basis. As a subcontractor, it is our mission to ensure that our clients are satisfied with the quality of the work and the timeframe in which it is completed. All daily work will be finished by the end of the workday.

As we operate normal office hours, your Virtual Assistant is usually at their desk throughout the day. All telephone calls are answered where possible and messages returned promptly. Email messages are checked regularly and action taken where necessary. We inform all clients of any scheduled time out of the office with plenty of notice to ensure that there is as little disruption caused as possible.

Standard office hours are Monday to Friday, 09.00 – 18.00. As detailed earlier, everything will be done to ensure that all work requested to do for your company will be accomplished on a daily basis where possible.

Standards

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In order to provide a professional service, we have some standards that we ask all our clients to maintain. These include:

- Give a clear outline of all works to be undertaken
- Keep clear lines of communication open and advise your VA if the scope changes
- Set realistic deadlines
- Be polite and courteous at all time
- Please pay on time

Accountability

In an effort to provide an effective way to ensure that we are invoicing clients for the actual time worked, we make use of software available which keeps track of the time worked. The program runs like a stop watch and can start and stop the timer as the need arises.

Charges

As we offer a wide range of services, rates are agreed on an individual basis. Please contact us to discuss your requirements.

Additional Charges

All expenses incurred as a result of completing work for you will be invoiced separately. This can include, but not limited to telephone calls, stationery and postage and travel costs.

Summary

With today's advanced technology, the duties of the Personal Assistant can be accomplished by a Virtual Assistant, creating a substantial savings for your company.

Given the scope and complexity of the work being completed for your company, we believe that using the services of a Virtual Assistant and delegating your task list will be very effective for you as it frees up your valuable time enabling you to focus on what you do best.

If you would like to arrange a telephone call to discuss this proposal in more detail, we are more than happy to do this in order to ensure that you fully understand how outsourcing your administrative tasks can save you money.

Should you have any questions relating to this proposal, please do not hesitate to contact us on 07789 038 729 or email Julia@linksva.co.uk

Contact Details

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