



Profile Form

Why you need a Virtual Assistant

It's really important to have an idea of how using a virtual assistant will be able to help you in your business.

How much is your time worth? If you could spend the majority of your working day on the money making activities for your business, what difference would that make to your income?

Please answer the following questions:

Your Name	
Company Name	
Tel No	
Email	
Website	
Nature of your business	
Your role within the business	
Who is your target market	
What are you good at	
What are you not so good at	
What will having a VA allow you to do	



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	Always	Sometimes	Never
My appointments are booked in advanced and I don't double book			
I have all necessary paperwork for my meetings			
I always meet my work deadlines			
I have a vision and work to set goals and targets			
My Business Plan is up to date			
I have a website that is updated regularly			
My Marketing Plan is up to date			
My newsletter is sent out regularly			
I am an expert in my chosen niche market			
My contacts database is maintained regularly			
I am happy with my networking activities			
I keep in touch with my clients regularly			
My work always looks professional and reflects my brand			
I pay my supplier invoices on time			
My accounts receivable is organised and I know exactly who owes me money			
I respond to all emails and calls within 24 / 48 hours			
My admin takes up less than 1 – 2 hours per day			
I achieve a work / life balance			

What exactly do you need help with?



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Please take a few moments to think about what help you need in order to focus your time on the money making activities for your business:

- Virtual PA Support* – diary management, administration, client liaison
- Events & Meetings* – event support and organisation and facilitation of meetings
- 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, Sage, and QuickBooks
- Process Mapping* – Stand alone or part of a project

Taking that into consideration, please think about how many hours per month you will need our services:

- Less than 10 hours
- 10 – 20 hours
- 20 – 30 hours
- 30 – 40 hours
- 40+ hours

Contact Details

Office Hours:

Monday to Friday 09.00 – 18.00

You can contact us by any of the following methods:

OFFICE NUMBER: 020 3657 4692

MOBILE NUMBER: 07789 038 729

EMAIL: Julia@linksva.co.uk

WEBSITE: www.linksva.co.uk