

RATES

Our aim is for a simple, clear and visible charging structure. There are two options:

PAY-AS-YOU-GO (Hourly Rates)

£15 per hour – ADMIN, PA Duties

£20 per hour – MARKETING, MEDIA,
RECRUITMENT

£45 per hour – IT SUPPORT

TIME PACKAGES

(not including IT or RECRUITMENT services)

	TIME	DISCOUNT
1	5 hrs	10%
2	10 hrs	15%
3	20 hrs	20%
4	30 hrs	25%

NB. Figures rounded to the nearest pound

PLEASE NOTE

Day-to-day cost and normal admin usage will not be charged for. Bulk tasks requiring larger quantities of stationery (i.e. over 20 items) will incur extra costs which will be charged at discounted cost price and will be agreed with the client before the task is carried out. Travel = 40p per mile.

New clients requiring a time package option will be charged in advance on any work – please see the Terms and Conditions on our website for full details

Log on to our website for more information and to see our cost comparison of a virtual assistant over an employee — you will be surprised.


YOUR DIAMOND PA



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**LIGHTENING YOUR
WORKLOAD**

**GROWING YOUR
BUSINESS**

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ARE YOU LOOKING FOR:

- a professional executive to be your right hand person?
- someone to provide office support so you can focus on your core business?
- a service where you only pay for time you use with no need to hire an employee?
- a service that frees you from the burdens of employment law and costs?
- someone dependable to count on in any situation?
- someone who delivers consistently and will always do a professional job?

WHETHER YOU NEED:

- ... a bulk mail out taken care of,
- ... a project to be handled,
- ... your business calls answered,
- ... your travel arrangements to be booked,
- ... business promotion in the media,
- ... resolution of an IT crisis,
- ... or recruitment assistance.

ABOUT US

Your Diamond PA is a virtual assistant business based in Chelmsford, Essex and was created to assist small enterprises and sole traders with a whole range of Admin, PA, Marketing, Media, Recruitment and IT Support. In a nutshell, we will be your back office and deal with the nitty gritty so you are free to get on with your core business. The fact that the service is virtual means that work is carried out remotely, though we are happy to work onsite should the need arise.

MORE THAN JUST A V.A.

There is not much we can't help you with. We are lucky to have on board the expertise of a highly regarded IT professional offering PC support and repairs as well as many specialised services such as creating a paperless office, retrieving lost files or remote support – so you don't even have to move from your desk. If you have a recruitment need, we can help you through the process of finding the right employee for your business.

Your Diamond PA is compliant and registered with the Data Protection Act 1998

SERVICES

ADMIN SUPPORT

Bulk Mailings
Data Entry
Database Management
Desktop Publishing
Digital Transcription
Invoicing
Mail Merges
PowerPoint Presentations
Printing, Scanning and Faxing
Transcriptions
Word Processing

PA SERVICES

Audio Typing
Call Answering
Correspondence
Diary and Email Management
Minutes of Meetings
Proof Reading
Rota Preparation
Travel Arrangements

MARKETING

Directory Listings
Event Preparation
Mail shots
Market Research
Advert, brochure and poster design
Competitor Research

MEDIA RELATIONS

Media Monitoring
Blogging
Press Releases
Project Management
Research
Social Media

I.T. SUPPORT

Broadband & Wireless
Networking
Cabling Services
Computer Tuition
Data Backup
Data Recovery
Document Mgmt
Email setup
Exchange Server
Fax To Email
Hardware Sales & Repair
Home & Office
Networking
Intranet Setup
Remote Support
Scanning, Archive & Retrieve
SEO
Surge Protection
Text Marketing Services
UPS Backups

RECRUITMENT

Adverts in Media
Candidate profile
Candidate interviews
CV long listing
Interview prep
Job specifications
Supporting admin:
– Rejection letters
– Offer process
– Employment contract

If you have a requirement not listed above, please do contact us to see if we can help