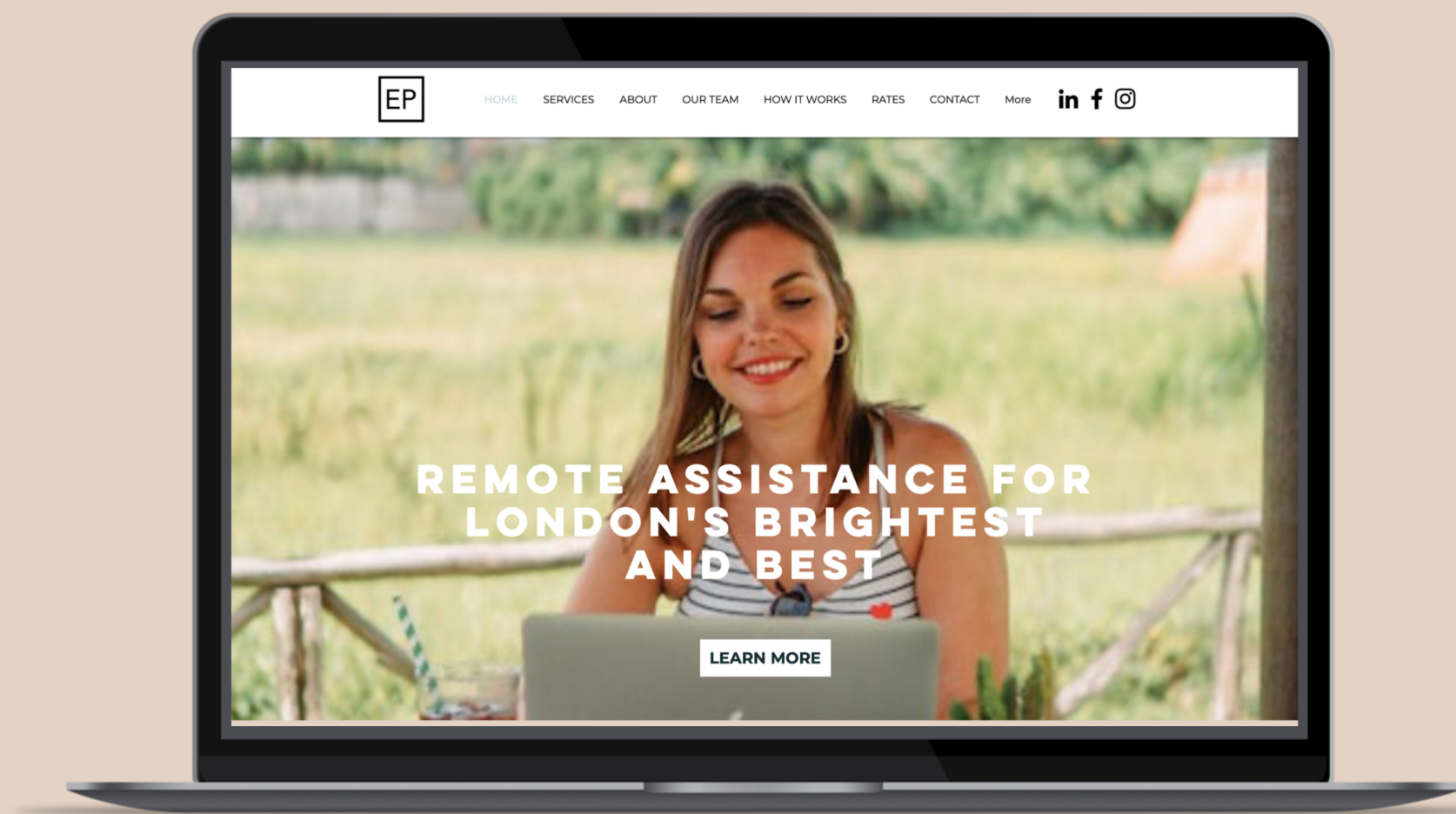


# Referral Programme



Thank you for your interest in our referral programme.

Emilia Powell Virtual Assistants was founded in 2017 – and our VAs have been remotely delivering the executive and operational support that London's agile, fast-growing SMEs need, ever since.

We have a strong team of Virtual Assistants and an epic client base.

Over the next couple of years we'd love to continue to support more business owners and add value to their businesses and personal life.

We've learnt that some of the best clients come through referrals, so if you know someone who could benefit from our support, we'd be delighted to chat with them.

To show our appreciation, every time you make a successful referral, you will receive **15% of the service fee, per month for up to 12 months.**

## Who we support:

ENTREPRENEURS

SMALL BUSINESSES

CONSULTANTS

HNWI'S

MANAGERS

KEYNOTE SPEAKERS

# Referral Programme



## How we help:

### EXECUTIVE

- Diary management
- Inbox management
- Acting as a gatekeeper
- Document editing
- 'To-do' list management
- Travel research & booking

### PERSONAL

- Booking appointments
- Holiday research & booking
- Managing family schedules
- Property management
- Home relocation
- Personal shopping/gift buying

### OPERATIONAL

- Managing recruitment process
- Preparing award entries
- Supplier related projects
- Event management: Industry seminars, team incentives & Christmas parties
- Management of attendee lists and invitations

## How it works:

1

If you know someone who could benefit from our support please send an email introduction to Emilia at [emilia@emiliapowell.co.uk](mailto:emilia@emiliapowell.co.uk)

2

I'll arrange a discovery call with them directly

3

If successful, you will receive 15% of the service fee, per month for as long as they work with us, up to 12 months maximum

If you feel drawn to refer us, drop me an email and we'll get started!

*Emilia*