

## REMOTE ASSISTANCE FOR THE BRIGHTEST AND BEST

**Emilia Powell Virtual Assistants was founded in 2017** – and our VAs have been remotely delivering the executive and operational support that agile, fast-growing SMEs need, ever since. We provide some of the most exciting and influential small businesses with a dedicated and experienced extra pair of hands, leaving their people free to do what they do best. We would love to help you too. No stress, no complex retainers - just the support you need when you need it.

## 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

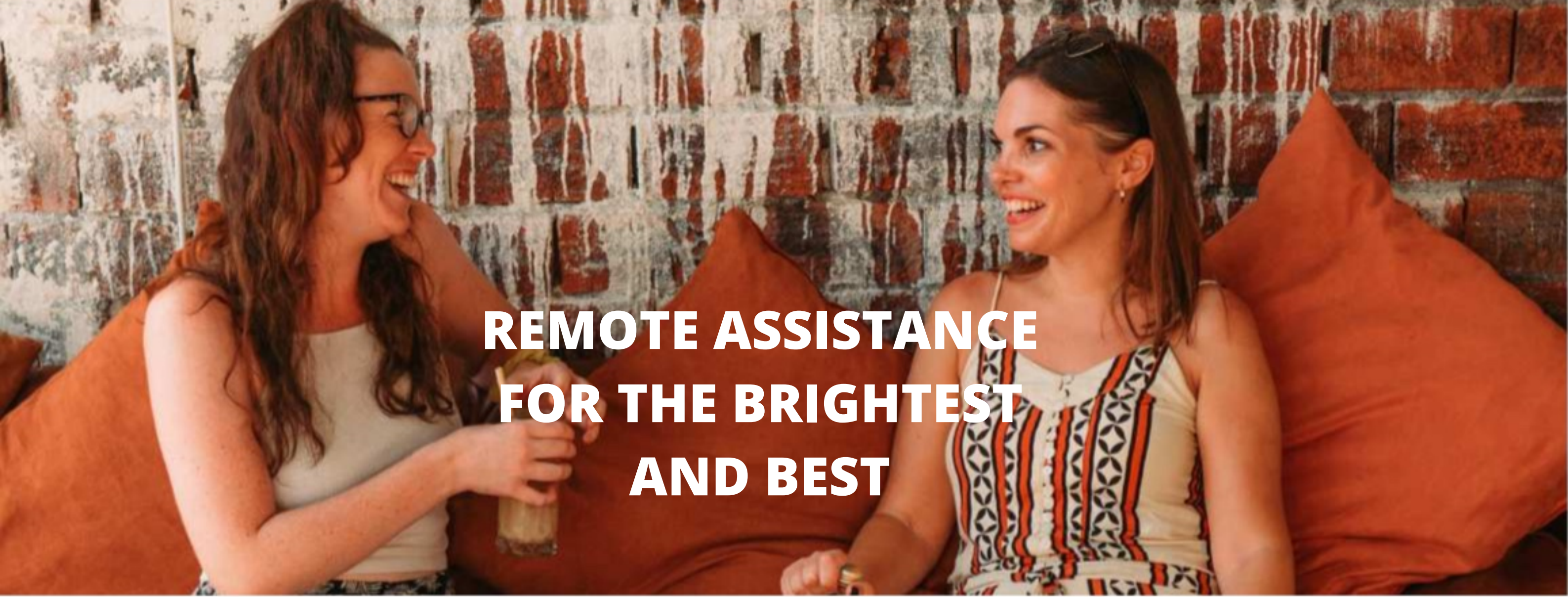
- Managing recruitment process
- Preparing award entries
- Supplier related projects
- Event management
- Management of attendee lists and invitations

## Your VA

Emilia sources the best VAs, working with them individually to assess their strengths before delivering tailored one-to-one training, so they can hit the ground running.

When you work with Emilia Powell Virtual Assistants, you'll be paired with the right VA for you - specially selected by Emilia according to their strengths and your requirements.

The right person for the job, there when you need them. It's that simple.



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## Packages

Simple, transparent pricing. No surprises - other than how straightforward this can all be when it's done properly.

Our packages start at 10 hours per month, paid in advance on Direct Debit. If you need more or less support one month, well, that's easy too.

Your Virtual Assistant is just a call away!

<b>LITE</b> £330/MONTH 10 HOURS PER MONTH £33/HOUR	<b>LITE PLUS</b> £640/MONTH 20 HOURS PER MONTH £32/HOUR	<b>PREMIUM</b> £1240/MONTH 40 HOURS PER MONTH £31/HOUR	<b>PREMIUM PLUS</b> £1800/MONTH 60 HOURS PER MONTH £30/HOUR
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**PLUS VAT**

## Next Steps

If you'd like to meet the team, please let Emilia know and she'll arrange an introductory Zoom with your potential VA.

You can contact Emilia at [emilia@emiliapowell.co.uk](mailto:emilia@emiliapowell.co.uk) or on WhatsApp on +44 (0) 7500554330.