

# Time is Money

# In a pickle



As a business owner or consultant, you will want to maximise the time that you bill your clients. And of course, whatever time you have spare, you will want to concentrate on growing your business, right? Therefore delegating tasks such as invoicing, bookkeeping, calendar management and so on, makes perfect sense.

Here are 10 ways In a Pickle can 'virtually' help your business to grow:

**Customer Service** – we understand that you want to ensure your clients receive the service they expect. A virtual assistant can deal with their questions, and provide seamless customer service.

**Cashflow** – Your virtual assistant can ensure that invoices go out on time, and chase their payment when needed. They can manage bookkeeping, and liaise with your accountants.

**E-marketing** – So you've been thinking of doing an e-newsletter for a while now, but you don't know how to find the time to organise it. It's simple, just get in touch and we'll design, produce and distribute an e-newsletter to suit your needs. A virtual assistant can make sure an e-newsletter becomes a regular fixture in your marketing tool kit. Keeping you brand well and truly out there!

**Blogging** - Used well, blogging can raise your profile amongst your potential clients, but it can take up a lot of time. Briefing a virtual assistant to compile blog articles can be worth the cost. Why not use a dictaphone and then just send us the sound file to type up?

**Social Media** – Much like blogging, social media has become an important marketing tool but it needs time and consistency to achieve success. It's a great way to keep your clients in touch with special offers and events. A virtual assistant can make sure that you get it right.

**Diary Management** – There are lots of virtual tools available online to ensure your virtual assistant can plan and manage your diary for you. Think of the time you'd save!

**Travel Plans** – Ok, so we all book online now, but think of the time saving if you just asked your virtual assistant to do it for you? We can make your flight reservations, and book accommodation – Ensuring your business trips happen without a hitch.

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In a Pickle - Virtual PA  
Work smarter, not harder!

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**Organising Events** - It takes time to organise events. You need make sure that every detail is thought out. A virtual assistant can ensure delegates are booked in, venues are organised and all various aspects are well covered.

**General PA Services** - Let's face it, everyone has a day where they need virtual assistant to help them get things done. The great thing about our services is you just pay for the time that you use.

Don't get caught in the admin. Make your time more cost-effective; contact us to find out more!

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