

## YOUR VIRTUAL PA SERVICES

Your satisfaction is my business success strategy

**MY SERVICES:** The benefit to you when using my service – you can concentrate on achieving your business goals and strategies whilst I complete the more mundane work required.

I can work from my own home in Staffordshire WS11, your office, or if required, a combination of both. I will engage with you and be an enthusiastic member of your business.

I can complete one-off work or build an ongoing relationship completing tasks as your need arises. Alternatively, if preferable, you can agree on an ongoing arrangement with a specified number of hours per week/per month dependent on your business needs.

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Should you need something not shown, please contact for a free consultation and an honest evaluation regarding how I can help – no pressure, no sales speak and no obligation.

Call – **01543 271830** – **0757 980 8990** or email – [barbara@yourvirtualpaservices.co.uk](mailto:barbara@yourvirtualpaservices.co.uk)  
If I am away from the office, I will get back to you immediately upon my return.

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- ✓ **Audio transcription/Word processing** – type prepare - proofread
- ✓ **Business plan** and cash flow forecasts.
- ✓ **Book-keeping** – expense recording.
- ✓ **Charts/graphs** – create – update.
- ✓ **Credit control** – chasing payments.
- ✓ **Database/CRM management** – create – data entry – update – track – GDPR clean.
- ✓ **Diary management** – organise - arrange appointments/meetings – set reminders.
- ✓ **Document/form/template** – create – update – branding.
- ✓ **Designs using Canva.**
- ✓ **Email management** – enquiries – customer requests – follow up/chasing up.
- ✓ **Event management** – organise – invite – prepare documents – follow up – arrange suppliers/venues etc...
- ✓ **Invoicing** – prepare – distribute.
- ✓ **Marketing** – PowerPoint – Newsletters – Training documents – Mail shots – prepare – proofread – distribute – update with branding.
- ✓ **Minutes of meetings** – take – transcribe – distribute – set reminders.
- ✓ **Management information** – spreadsheets – KPI – pricing – profitability.
- ✓ **Processes and systems – smarter working** – create – develop – update.
- ✓ **Quotes** – prepare – send – follow up to gain work.
- ✓ **Quality policies and procedures** – research – prepare – edit – proofread.
- ✓ **Research** – negotiate/source suppliers – competitors or other research projects.
- ✓ **Recruitment and selection** – application process – interviewing – prepare documents.
- ✓ **Reports** – write – review – edit – proofread – set up templates.
- ✓ **Sales** – pipeline chasing – current customer contact to offer a new product/service.
- ✓ **Social Media management.**
- ✓ **Personal shopper** – customer gifts or other.

Thank you for your interest and I hope to hear from you. – Barbara

*Barbara Johnstone*

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