



# THE CONTEMPORARY PA

CLIENT PACK



## THE CONTEMPORARY PA

The Contemporary PA is a Virtual Assistant service based in the UK offering administration assistance and business support. Working remotely, our fresh approach is key to meeting modern day business needs.

There comes a point in the majority of business owners' lives where they just can't do any more and they need an extra pair of hands to step in and 'just do stuff', just not all of the time. That's where we come in. We offer assistance with simple every day repetitive tasks as well as those which are more time consuming and complicated to allow you a few extra hours in your day to focus on the stuff that creates you revenue or just possibly leave the office or workplace on time.

The flexibility that a Freelance PA provides is ideal for small businesses and start-ups needing a few hours, established companies needing assistance during busy periods or private clients looking for assistance to stay on top of life's demands.

What makes a Contemporary PA is our passion for delivering a high-quality service which fits around the modern needs of our clients and is affordable for Small & Medium Sized Enterprises (SMEs) and start-ups as well as larger corporations. Our driver is to make a difference and to add value to our clients and their business.



## OUR SERVICES

### Administration

The Contemporary PA can provide all the services of a traditional PA, delivered with a modern approach remotely across the UK, as well as being able to provide assistance with the new digital demands businesses are facing.

The Contemporary PA offers its services on a flexible and ad-hoc basis, making it a great option for small businesses and start-ups. Time is the most valuable asset we have and managing it correctly can maximise productivity and profit. That's why we offer a solution for those administration tasks which you don't seem to get around to or that are taking your attention away from your business activities.

From £20 per hour

### Blog Creation / Management

Blogging is an important aspect for modern businesses, not only to help with the SEO of your website but to truly tell your story and message, and to connect with your audience and customers.

At The Contemporary PA we take the time to get to know you and your business and fully understand your brand message to allow us to create blogs which provide true value and capture the attention of your target audience.

- Blog Creation

Includes: Initial consultation to get your key messages. Research on the topic and keywords. Creation of initial blog concept plus revisions

£40 per blog.

- Blog Management

Includes: 1 monthly blog. Upload and formatting of blog on your website. Promotion across your social media platforms. Subscriber management

£70 per month.





## Social Media

The key to social media is careful planning and consistency. Understanding your clients, what they want and where they'll be is an absolute must for reaching your audience.

But it's more than just having a presence and posting. The secret is in the title: social. Social media is more than just automating posts. It's about interaction on your part and engaging with your consumers and other social media users.

What we can do for you:

Design and create your business page

Post creation

Monthly post scheduling

Social media platform management

FACEBOOK - INSTAGRAM - LINKEDIN - PINTEREST

From £20 per hour

## Design Services

Our design service is here to create business stationery that reflects your branding and encompasses your business message, ethos and values.

Digital stationery is great way to showcase your business services and products. It meets the demand of immediate information which has become an expectation in modern day life.

Our design services include initial design concept and revisions.

BUSINESS CARDS - SOCIAL MEDIA HEADER - LETTERHEAD - FLYERS/LEAFLET  
POSTERS - NEWSLETTER - CASE STUDY - MENU - INFOGRAPHICS  
PRODUCT LABEL - BROCHURE - STYLE GUIDE - TOOLKIT

From £50





## Events

Whether it's a large corporate event, a conference or a small gathering, we can project manage your event from start to finish.

We can help to secure venues and suppliers as well as create invitee lists of influencers and press to make sure your event is a huge success.

From £20 per hour

## Systems and Processes

As your business begins to grow, the way you do things at the beginning will need to change and adapt to suit bigger and busier operations and that's where we come in.

We can create and help you to implement systems and processes to make running your business more efficient, introducing affordable and accessible technology to help save you time.

From £20 per hour

## Other services we can help with

WEBSITES  
EMAIL MANAGEMENT  
BOOKKEEPING AND EXPENSES  
INVOICING  
PROOFREADING  
DIARY MANAGEMENT  
FLEET MANAGEMENT  
RESEARCH AND DATA INSIGHTS  
TRAVEL AND ACCOMMODATION

From £20 per hour

**IF YOU DON'T SEE A SERVICE LISTED, IT DOESN'T MEAN WE DON'T OR WON'T OFFER IT. PLEASE GET IN CONTACT TO DISCUSS YOUR REQUIREMENTS WITH US.**

## WHAT OUR CLIENTS SAY

"We've been using Gemma since December and she is fantastic! Nothing is ever too much trouble; we use the call handling service which is tailored to our individual business needs which works perfectly for us. She has introduced us to the world of blogging and is helping us currently with our second blog."

**Lisa Moore, Owner at Tiger Lily Occasions**

"Gemma got to grips quickly with the varied nature of my business. She has been a huge help, particularly improving my marketing, social media presence and ideas for helping to grow my business. I can't recommend her enough no matter what your business is! I will not hesitate to continue using the services of The Contemporary PA."

**Will Bartlett, Corrections Massage and Fitness**

"The Contemporary PA provided all aspects of business support, marketing activity, content creation and general administration. Always consummate professionals whilst being great fun to work with. True assistants, they just get on with it and are very efficient, whilst being excellent communicators."

**Emma Friendship-Kilburn**

## HOW DOES IT WORK?

At The Contemporary PA, we understand that every business is different with different wants and needs, and that's why we don't offer a one size fits all service.

The first step:

We will have an initial consultation with you, either in person or via phone call to discuss exactly what it is you need assistance with.

We'll discuss how that will work in terms of the delivery, looking at whether you set up a profile on your system for us to use or whether we use our own systems and emails.

Next, we'll get all the finer details sorted. We'll ask you to sign our terms of business so both parties understand their expectations. We'll work with you to make sure we have everything we need to get going, from access to files to your branding, including logos.

We'll monitor the way in which we work and communicate with you to make sure that we're providing the service to you that you expected, and make any tweaks along the way to ensure we're working in the most efficient way for you, adding that value that we strive for.

## OUR VIRTUAL ASSISTANTS

Our team is always growing and as such we have vast knowledge and expertise across many industries. We can help to match you to the Virtual Assistant which best suits your business and requirements or if you've already visited our website and know the VA you wish to work with, we can put you in contact with them!





## #TheSecretToBusinessSurvival

READY TO TAKE THE NEXT STEP? LET'S HAVE A CHAT.

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