



WE DO VIRTUALLY ANYTHING VIRTUAL

## INTRODUCTION

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### WHAT IS A VIRTUAL ASSISTANT? AND HOW CAN IT BENEFIT ME AS A COMPANY?

We are assistants that work virtually so we won't need a desk, a computer or any of the employee benefits saving you time, hassle and money. With us you only buy time, as and when you need it with no strings attached.

Not being tied to an office ensures complete flexibility. We work virtually enabling a more responsive, inventive and focused method of working to achieve fast results. Once given a task it is completed quickly without any of the usual office distractions.

A plan of action is tailor made to suit each client's individual requirements.

We are happy to sign any confidentiality agreement that you may provide. Confidentiality is of the utmost importance to us, as we realize that we may on occasion be dealing with sensitive matters.

- ★ Virtual assistants reduce your labour costs! Virtual assistants are independent contractors which mean you don't need to even think about payroll taxes, vacation pay, sick days, worker's compensation and employee benefits such as health and dental insurance.
- ★ Virtual assistants work around your schedule to provide you service whenever you need it. Think of them as your 'on-call' go to person. No need to hire part time employees and hope you have enough work to keep them busy for the hours they work. With a virtual assistant you only pay for time spent on YOUR project AND work can be done outside normal business hours.
- ★ Virtual assistants take on those every day essential tasks you don't have time for because you're too busy growing your business and wearing all the others hats you have to wear: sales and marketing manager, CEO, strategic planner, etc.
- ★ There's no need for an actual office if you don't need one or work from home.
- ★ There are no agency fees as with temporary employees.
- ★ You don't need to spend any money on employee training.
- ★ You won't pay any overtime and yet you'll still keep your projects on schedule.
- ★ A virtual assistant may have skills that you don't, desperately need but don't have time to learn.
- ★ A virtual assistant cares about her business - it's her livelihood - she wants you to call her and she wants you to tell others about her services. This translates to superior service.

**LCB Business Solutions**

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WHAT TASKS CAN I DELEGATE TO YOU?

- ★ Diary / Calendar Management
- ★ Appointment & Meeting Scheduling
- ★ E-Mail Management
- ★ Contact List Management
- ★ Reminder Services
- ★ Bulk E-mailing
- ★ Presentations
- ★ Invoicing
- ★ Debtors Management
- ★ Travel Arrangements
- ★ Transcribing
- ★ Database Management
- ★ Data Capturing
- ★ Research
- ★ LinkedIn Profile Management
- ★ Pamphlet/ Brochure Design
- ★ Small webpage design
- ★ Logo/ Business Card Design

If you are not sure if we will be able to assist you with a project, just ask. Even if we cannot help you directly I am sure we can point you to the right person for the job.

# LCB business solutions

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## WHAT SERVICE PACKAGES DO YOU OFFER, WHAT IS YOUR RATES?

Our standard packages are available below, but for more specialized projects a tailor made quote will be provided.



**R750 p/month**

This package is for the starter user. It provides you with 5 hours of Virtual Assistance. This package is ideal for once off projects, typing of documents, preparing slide shows, proof reading documents etc.



**R1400 p/month**

This package offers a 10 hour Virtual Assistant time space. It can be used for regular day to day tasks, such as Diary Management, Invoicing, and Quotations etc. This package is ideal for the Small Business Starter.



**R3250 p/month**

The more experienced Small Business owner will benefit from this package. It gives you 25 hours of Virtual Assistance to use as you see fit. It is ideal for bigger projects or tasks, such as research, presentations, bringing work up to date etc.



**R4200 p/month**

This package gives you ultimate freedom of your admin duties. It is a 35 hour package that enables you to break free from your admin troubles and do what you do best, run your business. Services offered in this time frame will be discussed beforehand.

### Maintenance Package:

A maintenance package is available at R500 p/5 hours. This package is ideal for email filing, expense reports and any other tasks you need to have done on a weekly basis. This package is subject to a 6 month contract period.

All packages can be bought on a monthly basis or project (once off) basis.

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