



ePA – Virtual PA – London W1

At eOffice, you can have a PA on demand to deal very efficiently with secretarial administrative tasks at a very affordable cost. Skilled at all aspects of office administration and secretarial work, our ePAs are up-to-speed with the latest software packages and capable of being the professional face of your business for clients and prospects alike. Just choose the package that's best suited to your needs, then let an eOffice virtual PA make life easier for you.

ePA 20 hours

£399.99

- Virtual PA: 20 hours, inclusive of desk usage
- Valid for 6 months

ePA 40 hours

£699.99

- Virtual PA: 40 hours, inclusive of desk usage
- Valid for 6 months

ePA 100 hours

£1499.99

- Virtual PA: 100 hours, inclusive of desk usage
- Valid for 6 months

eOffice ePAs offer the following services:

- Telephone messages handling
- Mail handling, letters opening and processing
- Managing courier services
- Scan to email
- Faxing and fax to email
- Printing, binding, photocopying
- Word processing, typing
- Audio transcription
- Database management
- Excel sheets and PowerPoint presentations
- Invoicing
- Payments to suppliers
- Cheque handling
- Coordination with clients and suppliers

Prices valid from Jan 2011, subject to VAT of 20%. Prices can change without notice.