

# Red Box Virtual Office Services



Do you think you might need some administrative support, but don't know where to start? These Services Packs may provide the answer, for both your long and short-term requirements. Email [info@redboxvirtualoffice.com](mailto:info@redboxvirtualoffice.com) or call + 44 20 3239 7123

## Virtual Executive Assistant Pack

Ideal for Speakers, Coaches or those involved with a number of organisations and/or charities

- ❶ Manage email account(s)
- ❶ Manage diary arrangements
- ❶ Co-ordinate suppliers
- ❶ Mailing list management
- ❶ Co-ordinating documentation for presentations, Etc.

£20/hr. *or* up to 40 hours per month retainer £700\*

€20/hr. *or* up to 40 hours per month retainer €700\*

## Client Care Pack

Ideal for those spending time on the road and/or have multiple businesses

- ❶ Receiving and responding to emails on your behalf
- ❶ Receiving and making telephone calls on your behalf & in your company name
- ❶ Diary management
- ❶ Sourcing and procurement

£20/hr. *or* up to 40 hours per month retainer £700\*

€20/hr. *or* up to 40 hours per month retainer €700\*

## Office Management Pack

Need someone to keep you & your team in stationery and business cards?

- ❶ Liaising with suppliers and co-ordinating deliveries
- ❶ Sourcing and procurement
- ❶ Design services

Set up fee: £50, £25/month retainer thereafter (€50, €25 thereafter)

## Website or Blog Management Pack

Have a blog or website that needs regularly updating?

- ❶ Proofreading and editing text for blog posts & website pages
- ❶ Liaison with external contributors
- ❶ Blog post scheduling
- ❶ Blog posting on social networks such as Linked In & Facebook

£20/hr. *or* up to 40 hours per month retainer £700\*

€20/hr. *or* up to 40 hours per month retainer €700\*

**Our Services Packs are designed to be flexible.** If you'd like to pick & mix or mix & match, you can! **Red Box** also provides support in MS Office, digital transcriptions & proofreading services. We have tried and tested connections with SEO, web design and design & print services too.

Contact us today for details & receive your first month at **Half Price!**

\*additional hours billed at £15/hr. (€15/hr)

Red Box Virtual Office, Rua da Fonte 47, Condeixa-a-Velha, 3150-220, Portugal  
+ 44 (0) 20 3239 7123 + 351 965 454 775 [info@redboxvirtualoffice.com](mailto:info@redboxvirtualoffice.com)