



Here to help you regain free time

ALEX'S ORGANISATIONAL SERVICES



VIRTUAL ASSISTANCE AND BUSINESS
ORGANISATION SERVICES





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TO THE GROWING BUSINESS OWNER,

As your dedicated virtual assistant, I am here to ensure your life and business run smoothly. My goal is to keep you organised, provide essential support, and seamlessly integrate into your daily operations—becoming your indispensable right-hand girl.

My services are designed to handle time-consuming tasks, help you grow your business, and facilitate collaborations that elevate your success.

LET'S DO IT!



Alex xoxo

A white ceramic mug filled with coffee, featuring the text "LIKE A BOSS" in a bold, outlined, sans-serif font. The mug is held by a hand, and a smartphone is visible in the background, held by another hand. The background is a soft, out-of-focus light color.

LIKE
A
BOSS

"UNLOCK YOUR
POTENTIAL, MASTER
YOUR TIME"

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MY ETHOS

My mission is to provide entrepreneurs and business owners with a seamless virtual assistance service that meets your needs without delay. My key concepts are to assist with organisation and time management.

My services are crafted to make you feel empowered, reduce stress, and reclaim your valuable time.

With consistent communication, a dedicated WhatsApp line, and scheduled weekly calls, we'll review progress and set new goals together.

I've assembled a team that excels in all aspects of business support, delivering results with integrity and efficiency.

By working in clear, defined phases, I offer a transparent service with no hidden costs or agendas, ensuring you know exactly what to expect.

LET'S DO IT!



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THE PACKAGES IN DETAIL

I offer three levels of packages:

1. Starter Bundle
2. Business Accelerator Bundle
3. Premium Bundle

As you move up each level, you receive increased support and a corresponding workload. Detailed explanations of each package can be found on the following pages.

In addition to these packages, I provide a variety of additional services tailored to meet your business needs.

Some business owners prefer me as their PA, which can include lifestyle tasks such as managing personal bookings and organising their busy schedules. Others may only need assistance with administrative tasks, and that's perfectly fine. Additionally, some may seek help with their business development plans, which I am also equipped to support.

All of my packages are 30-day rolling contracts with no hourly charges. This means you'll have peace of mind knowing there are no limits on the support you receive and complete clarity on your monthly expenses.



PACKAGES

PACKAGE 1

£350

PER MONTH

This package is specifically designed for solopreneurs and freelancers.

It caters to individuals who require assistance with small, ad hoc tasks that may consume valuable time or be overlooked.

Even minor details are significant; sometimes, enhancing your work involves adding that extra touch to achieve the desired outcome.

You can anticipate a turnaround time of 3 to 7 days for the completion of these small tasks.

Please note that this package does not encompass ongoing diary management, reactive task management, continuous tasks, or managing ongoing tasks.

STARTER BUNDLE

PACKAGE 2

£550

PER MONTH

Designed specifically for established business owners, this package caters to your operational needs.

Even with a dedicated staff and established systems, you may find it challenging to manage ongoing tasks or maintain focus.

With this package, you can anticipate same-day responses via WhatsApp and a turnaround time of 1 to 3 days for small, ad-hoc tasks. Recurring and ongoing tasks will be completed within a mutually agreed timeframe.

Additionally, this package includes diary management services for the CEO.

BUSINESS ACCELRAATOR BUNDLE

PACKAGE 3

£750

PER MONTH

This package is designed for business owners seeking responsive support for time-sensitive tasks. It provides an extra resource to handle essential activities such as call management, invoicing, and assistance with project-related work.

With this package, you can expect same-day responses via WhatsApp and a 24-hour turnaround for small ad-hoc tasks. Recurring and ongoing assignments will be completed within a mutually agreed timeframe.

PREMIUM BUNDLE

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SERVICES

Diary Management	Database Set Ups	Customer Service	Travel Arrangements
Calendar Management	Database Clear Ups	Customer Support	Event Planning
Project Management	Database Management	Market Research	Personal Shopping
Email Management	Booking System Management	Task Management	Research
Forming connections	Supplier Negotiations	File Organisation	Life Admin
Training	Weekly Calls	Group Meetings	Dedicated Whatsapp Line

PLEASE NOTE THAT THE LEVEL OF YOUR PACKAGE WILL DETERMINE HOW MANY OF THE ABOVE SERVICES WILL BE INCLUDED WITHIN YOUR PACKAGE.

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ADDITIONAL SERVICES

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INFORMATION

More Than Assistance – Empowering Every Aspect of Your Business!

The more businesses I work with, the more I realise how many other services and businesses can support your growth. I have partnered with the best of the best to help business owners thrive.

Instead of searching all over, you'll have ONE main point of contact to manage everything listed below—giving you peace of mind and freeing up your time to focus on building your business.

INCLUSIONS

- Web Development
- SEO Management
- Social Media Management
- Book Keeping
- Web Management
- Micro Influencer Connections
- Personal Branding
- PR Work
- Graphic Design
- 1-1 Business Coaching

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THE AFFILIATE SCHEME

An extra reward for our clients.

Join the Affiliate Programme! Purchase any bundle and become an affiliate to earn 10% cash back for every referral. Empower your business and others – it's a win-win!

Money will be transferred directly into your bank Account upon the Sign Up of your Referral.

It is as simple as that.

10% CASH BACK

THE NEXT STEPS 06



1 30 minute Call

We'll kick things off by having a 30 minute 1:1 where we can chat about your aims and objectives. We'll discuss strategy, timelines and the ways you like to communicate.



2 Personalised Package Creation

Now it's time for your first peek at your personalised package! I will send you the first draft and this gives you the opportunity to provide me with feedback.



3 Review and Revisions

Once you approve the phases of work, task priorities, and targets, I will send you a contract to sign along with an invoice for upfront payment. You will then be enrolled in a 30-day subscription.



4 Sign off

Once you have signed the contract, work will begin. We will schedule our next catch-up call to ensure we are both aligned with the agreed targets.

TESTIMONIALS 07



SINCE WORKING WITH ALEX I CAN'T TELL YOU HOW MUCH BETTER I FEEL. BEFORE, MY HEAD WAS FULL TO THE BRIM WHICH MADE ME FEEL REALLY STUCK IN ONE PLACE IN MY BUSINESS. ALEX HAS COME IN AND HELPED ME NOT ONLY ORGANISE BUT STRUCTURE MY BUSINESS SO WE CAN WORK TOWARDS MY GOALS SO MUCH EASIER (WHICH I AM NOW ACHIEVING). I'D RECOMMEND ALEX TO ANY BUSINESS OWNER WHO'S WANTING TO REACH THEIR GOALS MUCH EASIER.



I MET THE WONDERFUL ENERGETIC ALEX GOULD THIS WEEK AND HAD AN AMAZING MEETING WITH HER AND I AM SO HAPPY TO SAY THAT SHE HAS AGREES TO WORK WITH ME IN A VA CAPACITY. SHE HAS TAKEN ALL OF MY IDEAS, DESIRES, DESIGNS, & NEEDS AROUND MY BUSINESS OUT OF MY HEAD (AND THERE WAS A LOT ..HUGE BRAIN DUMP) AND IS ORGANISING IT ALL, WEBSITE, BRANDING, FUNNELS, WORKFLOWS, LAUNCHES, PAYMENT LINKS, CALENDERS, MY E-BOOKS AND WORKBOOKS, MY PROGRAMMES, SOCIAL MEDIA, EMAILS - EVERYTHING TECHY!! AND I FEEL FREE TO BE CREATIVE AND FREE TO HELP SUPPORT AND SERVE MORE PEOPLE NOW.



WE CONTINUE TO WORK WITH ALEX NOT JUST FOR HER SUNNY DISPOSITION AND HER FABULOUS OUTLOOK ON LIFE, BUT ALSO BECAUSE SHE IS SO GOOD AT WHAT SHE DOES. COMPLIANCE. IT TAKES UP SO MUCH TIME, BUT ALEX SEEMS TO THRIVE ON DOTTING THOSE 'I'S' AND WHO ARE WE TO DISCOURAGE THIS IRRATIONAL BEHAVIOUR. SHE HELPS COLLATE ALL OUR MCS INFORMATION FOR OUR CUSTOMER PACKS AND BOILER UPGRADE SCHEME AND PREVIOUSLY HAS HELPED COLLATE PROCUREMENT DOCUMENTS FOR TENDERS. ALEX IS EXTREMELY ORGANISED, SOME MAY CALL IT OCD, AND SHE ALWAYS DELIVERS ON TIME WITH A SMILE ON HER FACE.

LET ME HELP YOU REGAIN FREE TIME



ALEX GOULD
OWNER

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