

Services and Rates

General admin and virtual services

I can deliver any of these services remotely to you regardless of distance.

- Word processing (Microsoft Word) – typing up notes, letters, mail merge, forms, questionnaires, reports, etc
- Data entry into spreadsheets (MS Excel), database software (MS Access) and other programs
- Producing presentations on MS Powerpoint
- Desktop Publishing (MS Publisher) – producing printed newsletters, leaflets, flyers, brochures, invitations, certificates, posters, etc
- Managing emails (Gmail, Outlook, etc) – filtering, labelling, writing and replying, forwarding, flagging, etc
- Recruitment support – creating job descriptions, person specifications, job adverts, application forms, interviewing, and shortlisting
- Online and field research
- Proofreading documents
- Arranging travel and accommodation

On-site services

These services are normally only available to clients local to Edinburgh, which is where I am based.

- Receptionist or admin staff cover at your office
- Filing papers and tidying your office
- Event stewarding and security of premises (I hold an SIA Door Supervisor licence)
- Lifestyle/concierge services such as house sitting, opening and scanning snail mail, watering plants, booking tradesmen and other appointments, etc

Don't see a service that you require here?

Please don't hesitate to contact me and ask anyway – it's possible that I may still be able to do the task for you. I can do many things and I'm also a great learner. But if after initial contact I realise that I can't do a particular job for you, I can happily refer you to another more suitable VA.

Rates

By the hour

I charge £25 an hour, using time-tracking software and rounding up or down to the nearest 15 minutes. When I've finished the task, I'll send you a report displaying the time breakdown along with your invoice.

By retainer

If you know that you will need my services for a set amount of time each month, you can retain this time in advance by paying an upfront (and slightly discounted) rate.

- £120 for 5 hours (£24 per hour, save £5)
- £230 for 10 hours (£23 per hour, save £20)
- £330 for 15 hours (£22 per hour, save £45)
- £420 for 20 hours (£21 per hour, save £80)

Retainers last for one month and any unused hours will be lost after the month has passed. I'll send you a reminder of when you are close to running out, and you can purchase extra hours if needed at a rate of £25 each.

By project

You might have a project in mind that may be better suited to being charged at a flat rate. Please discuss the necessary details with me and we can negotiate a suitable initial quote, which takes into consideration factors such as time needed and complexity of tasks performed.

Contact me

Please get in touch with any enquiries or for your free consultation:
toks@tavaservices.co.uk