Welcome to Proway Virtual Assistant

> Experience The Difference



Your tasks can be complicated and time consuming so put them in capable hands and free your time by having your very own Virtual Assistant with Proway VA. We can help ensure your day to day office runs smoothly by managing some or all of your secretarial services and tasks for a fraction of the cost and without the worry of expensive employee overheads.

Our Virtual Assistants (VA's) will become an extension of your business and act as a virtual employee. We'll design a flexible solution, that can be scaled up or down. You can even just use us while you are away or busy. Working with Proway VA can help increase your availability, productivity, customer service levels and help you grow your business. Or, quite simply, provide you with a better work – life balance.

About Us



Proway VA is a leading Virtual Assistant service that's focused on quality and delivering exceptional customer service. We pride ourselves on delivering highly experienced, dedicated, trustworthy professionals on demand who can help both individuals and organisations.

We're a team of experienced, commercially aware professionals who are able to offer a multitude of services to both businesses and individuals.

Fully transparent in our work with a love for customer service we delight our clients with our high-quality results.

We offer a range of existing services, however, if there's something different you would like us to help you with, let's talk!

Benefits of working with Proway VA



From our experienced, dedicated, knowledgeable, trustworthy Virtual Assistants.

Want to talk things through or need help & ideas, we're here for you!

Only pay for the services you need without all the costs of an employee.

We'll be happy to assist if something needs tweaking.

We hire, train & manage our employees to ensure they are up to date.

Available 5 days a week with ad-hoc weekend availability also available.

Help on Demand

Trusted Advisor

Guaranteed timescales

Timescales will be discussed prior to work starting & will be guaranteed.

Cost Effective

Amendments

Hassle Free

Comprehensive Cover

What we do



Our Virtual Assistants (VA's), will become an extension of your business and act as a virtual employee. We'll design a flexible solution, that can be scaled up or down, to help you with tasks which will increase your availability, productivity and customer service levels.

Free your time by having your very own Virtual Assistant with Proway VA. Delegate your tasks for a fraction of the cost and without the worry of expensive employee overheads allowing you to focus on the things that really matter.

Take a look below at the services we offer, if you need anything else, let's talk!

> Administrative Tasks Call Management Live Web Chat Service Finance Functions Marketing & Social Media Travel & Event Management

Services



Help with your to-do list & General administration Check & respond to emails Manage your schedule Call Management Answer your incoming phone calls Make proactive outgoing calls Handle client contact & call screening Live Web Chat Service **Finance Functions** Book-keeping and data entry Preparing & Sending Invoices Chasing outstanding payments Marketing & Social Media Create successful LinkedIn profiles Create & send email campaigns Increase your social media & LinkedIn followers Travel & Event Management

Provide better customer support & increase your sales Create & post updates on LinkedIn & social media Book accommodation, travel, lunch & meeting rooms

Organise events, delegates, displays etc.

Administrative Tasks

Business services



Your office tasks can be complicated and time consuming so put them in our capable hands. We can help to ensure your day to day office runs smoothly by managing some or all of your business tasks.

We all know everything tends to happen at the same time and life can be busy, especially when you're running your own business. Let Proway VA take the strain. We can help to ensure your day to day office runs smoothly by managing some or all of office and administrative tasks.

Help with your to-do list & General administration Check & respond to emails

We're all too aware of how disruptive bad cashflow within an organisation can be so we're here to help you manage your basic accounts and finance functions.

Business Services

Administrative Tasks

Manage your schedule

Finance Functions

Book-keeping and data entry

Preparing & Sending Invoices

Chasing outstanding payments

Call services



When you're busy working it's difficult to make time to answer your calls and to proactively call customers. Let us provide your customers with an excellent standard of customer service by answering and dealing with your calls. We will represent your organisation and tailor our

approach and response to suit your needs and

For those enquiries that need your attention we will establish your customers' requirements and prioritise call-backs for you. We can also make general outbound calls on your behalf or proactive lead generation calls in

Provide better customer service and support by allowing your clients to ask questions online via your website. This is also a great way of also capturing new clients.

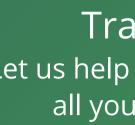
Incoming and Outgoing Call Management

requirements.

conjunction with our sister company, <u>Proway</u> Marketing.

Live Web Chat Service

Travel and event management services



We can be on hand to book anything from flights and hotels to meeting rooms and lunch.

We will even do the research to ensure your requirements are met and your costs are competitive.



Travel & Event Management Let us help you make the relevant arrangements for all your travel and meeting requirements.

Let us help you with: Booking Accommodation Making travel arrangements Arranging lunch Booking meeting rooms Organising Events Inviting delegates Arranging display materials

Marketing services



Marketing and Lead Generation

A sound marketing strategy and integrated lead generation activities can be one of the most effective ways to build your brand awareness and increase your leads and sales. In conjunction with our sister company, <u>Proway Marketing</u>, we will learn about your organisation, including your products, services, markets and challenges and create a bespoke marketing strategy and an integrated lead generation campaign.

Our internal lead generation activities will help you gain more sales from existing customers, increase your customer base, target new sectors and grow your business. Our lead generation activities include: proactive calling, e-shots, social media and LinkedIn activities and much more.

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Social media services



There's no getting away from it, social media is a huge part of today's society and could be a great way of attracting new customers.

We are here to help ensure that your social media activity is relevant, consistent and regular.

Create and post updates on LinkedIn & social media

Increase your social media & LinkedIn followers

Social Media

Create successful LinkedIn profiles

Create & send email campaigns

Contact Us



Contact Us

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