

Holiday Cover & Support

Looking to **get away, relax, de-stress and unwind?**

Let us cover for you whilst you're on holiday. We know that it is not as simple as jumping on a plane as a small business owner.



ABOUT US

Langham Virtual Assistant is a Virtual Assistant company offering remote support services to professionals and small businesses to aid them in achieving their objectives.

Our clients tell me the extra time we give them makes a real difference to their business.

Although many people still have not heard of the term, Virtual Assistants are becoming increasingly popular as they save their clients time and money. They just hire the VA as and when they need them, they do not need to go through all the trouble of hiring an employee which incurs recruitment and training costs.

- ✓ Only pay for the hours worked
- ✓ Pay as you go, or invoicing options
- ✗ No fixed salaries
- ✗ No sickness or holiday pay
- ✗ No office or equipment expenses



WHO WE SUPPORT

We offer a friendly and highly professional holiday cover & support service for professionals and businesses of all scales and across all sectors. Perhaps you want to go away and not worry about checking and responding to emails, answering calls, or maintaining relationships with your clients/customers? Langham Virtual Assistant can help.

Whether you're running a business as a sole trader, family-owned venture, start-up, or large enterprise, we provide you with a tailored package of support.

Upholding your business reputation while you are away.

Many of us take work on holiday with us. Others have staff who take on their work in addition to their own causing stress. Some business owners hire a temp to come into the office while they are away which is costly and most likely unproductive.

Let us do the graft while you chill out.



Holiday Cover

Here are some of the tasks we can support you with;

- Emails
- Diary management
- Social media scheduling
- Social media messaging
- Support with your to-do list
- Respond to online chat
- Respond to online chats
- Answer your calls
- Process orders
- Send invoices
- Provide customer support

You only pay for the support you need, for as long as you need it.

- ✓ £129.00 per week (based on 1 hour per day, handovers and training)
- ✓ £25.00 per additional hour (if needed)
- ✓ £1.00 per call taken, You only pay for the calls we answer
- ✓ Pre-departure and return handovers
- ✓ Available Monday to Friday 09:00 to 17:30
- ✓ You are billed/invoiced at the end of each month
- ✗ We do not need any additional equipment
- ✗ We do not need access to your office space



The Process - Telephone Calls

Working with us is very simple. We can have ready and onboard in just 48 hours.



The Process - Other Tasks

Working with us is very simple. We can have ready and onboard in just 48 hours.



Let's Talk

Would you like to talk to us and find out how we can support you?

Contact us for a free discovery call so we can find out a little bit more about each other.

Langham Virtual Assistant is available Monday to Friday, 09:00 to 17:30.



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Lee Harvey

Founder & Virtual Assistant

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