

Telephone Call Handling Service

Missed calls are **missed opportunities**.

Don't lose revenue-generating opportunities, or, upset clients and customers by not answering calls. We will answer your calls when you're out of the office, or take your overflow calls.



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 call answering service for professionals and businesses of all scales and across all sectors. Perhaps you want to forward all of your calls to us or just the ones you can't seem to find the time to answer, 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 local number to forward your calls, serving your customers exactly as you would.

Upholding your business reputation with a quality call answering service.

Depending on your business size and scale, our call handling service can be tailored and structured to reduce or even eliminate missed calls, reduce staff costs, and boost customer satisfaction. You may be a professional person or a small 10-something team receiving many calls each day – our friendly and professional call handlers have you covered.



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Missed calls are missed opportunities.

- Your inbound calls are answered by our trained call handlers (the telephone team), who are experienced virtual assistants with a great telephone manner.
- We will answer any questions to prevent a callback reducing your workload.
- Your messages will be taken and sent to you by email.

Calls are answered promptly and professionally using your agreed greeting and scripts.

- ✓ Dedicated local number to forward your calls
- ✓ £10.00 per week management fee
- ✓ From £1.00 per call taken
- ✓ You only pay for the calls we answer
- ✓ Available Monday to Friday 09:00 to 17:30
- ✓ You are billed/invoiced at the end of each month
- ✓ We provide you with a monthly call log
- ✗ No charges for sales or nuisance calls



The Process

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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