



Organise Me Package

The Organise Me Package will take all the stress away from an overloaded email box and dis-organised diary.

Use this package to book your travel arrangements and research hotels too.

Time that can be better spent doing other things, like growing your business

This package is based on 10 hours per month and includes:

- ❖ Email Management
- ❖ Diary/travel Management

After an initial consultation, we will agree on what tasks you would like taken off your hands. This may result in a different set of tasks for you. Each business is different and I am flexible in my approach to saving you time and helping you gain the advantage.

Get in touch on kylie@advantageva.co.uk or give me a call on 07912 846638