



Time Saver Package

The Time Saver Package is designed to do just that. Take away all the little jobs that take up all of your time. Time that can be better spent doing other things, like growing your business

This package is based on 20 hours per month and includes:

- ❖ Email Management
- ❖ Diary/travel Management
- ❖ Email Scheduling
- ❖ CRM Admin
- ❖ General Administration

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