

## YOUR 25TH HOUR IN THE DAY

Retainer Agreements



Peace of mind is almost priceless. We offer peace of mind through a guaranteed minimum number of hours every month, with your PA who knows your business inside out. When those jobs come round every month and you could really do with passing them onto someone else, then choose a Pink Spaghetti virtual assistant and the problem is solved.

# Why a retainer makes sense:



#### **BUDGET PLANNING**

It's in your monthly spend budget and retainers are paid monthly by standing order so that's another thing off your list.



#### TOP-UP YOUR RETAINER

If you're having a hectic month you can top up. Extra time is always billed by the minute, not the hour, giving you flexibility and control when you go over your retainer.



#### BESPOKE PLAN

You choose which services you need for those monthly repeat tasks, such as social media updates, email marketing and so on.



#### CLARITY AND PEACE OF MIND

When you're time-poor and you know a whole business process is safely allocated to someone who will do it at exactly the time planned, it relieves stress.



#### **GUARANTEED HOURS**

Helps with planning and long-term strategy planning.



help@pink-spaghetti.co.uk



0333 355 0986



### How it works

If you want a guarantee that your personal assistant is available when needed, then a retainer is the answer. The Retainer Agreement is designed to give you structure, enabling you to plan your business strategy in a more organised manner.

Any of our services can be used, from social media to administration, marketing support to finding you your perfect holiday.



We have a huge variety of clients, and we carry out a wide selection of tasks for them. This is why we do not offer a one size fits all package and always recommend you get in touch to talk about your requirements.

Our retainer agreements are designed to fit in with your business and we will work out with you the right number of hours to support your business. Invoicing for the agreed hours is on a monthly basis and is payable by standing order.

Contact us with an outline of your requirements and we'll give you a quote and recommend a personal assistant skilled in the area you require.

## The next step is simple

Get in touch to chat about retainers. One of our personal assistants will be in touch to get things started for you with the minimum of fuss.



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