

## YOUR 25TH HOUR IN THE DAY

# Virtual Business Manager



## MANAGEMENT SUPPORT ALONGSIDE YOU

A successful small business owner often needs an experienced assistant to provide operational, management level support for specific projects or on an ongoing basis. Our Pink Spaghetti personal assistants can fit easily into the role, just when needed.

All our virtual assistants come from a wide variety of corporate backgrounds and are practised at supplying a service exactly right for you and your business.



Give you the  
headspace for  
planning



Manage your own  
teams



Give an additional  
perspective on  
strategy



By being a  
confidential  
sounding board for  
ideas



## Committed to your success

We will work closely with you and, through our network, we have access to many other virtual assistants so we can source specialist attributes which your own team might not have.



[help@pink-spaghetti.co.uk](mailto:help@pink-spaghetti.co.uk)



0333 355 0986

As a trusted support, we can give a different perspective using our previous experience and allow you to focus on developing your business further.

We can step in and help with:

- conducting weekly team meetings
- holding regular meetings to plan and review
- supporting, motivating and delegating to the team
- project management
- operations management (systems, workflows, client management)
- updating business documents and guidelines

## Business Growth Package

Our Business Growth package is designed for businesses who want help with a specific area of their business or have a specific issue they want to address.

We start by understanding your goals and the business area you would like to focus on. The next step is a business health check on that area, for example reviewing your social media, email marketing or business administration.

With health check conclusions at hand, we will meet with you to review the findings and brainstorm plans and new ideas. The meeting will last a maximum of two hours, during which time we will share our knowledge and expertise to come up with a plan.

Afterwards, we will commit the plan to paper and put together a schedule and action plan. Once the plan is agreed we can help you, if you wish, with implementation and monitoring ensuring every last detail is taken care of.



## Pricing

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Our hourly rates start at £50 an hour for your business manager, and rates and packages vary depending on the type and level of support required.

For the Business Growth Package, prices start at £199 for one area of review. A quote will be provided once we understand the full scope of the project.



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