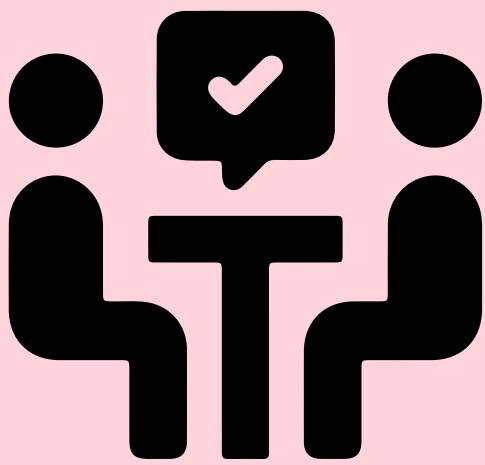


YOUR TIME MATTERS

HELPING YOU
GET THINGS DONE

FLEXIBILITY

Professional services for as little - or as long - as you need. Need help with business admin, marketing, research or just want a business sidekick for a few days? Get a package that works just for you without the hassle or worry of employee holiday pay, NI, taxes or insurance.

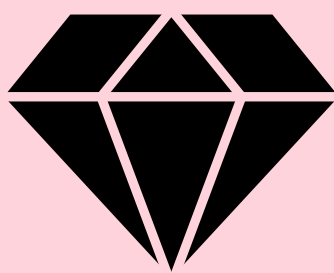


RESPONSIVE

Get things done! It's in my DNA to listen, question and then action. There is nothing more satisfying than doing a job well. If you have a problem and need a quick fix or a reliable pair of hands, think about the services of a virtual assistant.

TEAMWORK

Working virtually doesn't make teamwork impossible. While you focus on the day job, a remote virtual assistant can be one step ahead, thinking, planning and getting results as a key member of your team.



REASSURANCE

Make the most of your business or personal time and be reassured that the tasks or project you've assigned are being taken care of. With comprehensive professional insurance and efficient technology, your work is in a safe pair of hands.



FIND OUT MORE

Amanda Fletcher

VIRTUAL ASSISTANT



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