

WHY WORK WITH VA STREET?

Let's free up your time
from the day to day so
you focus 100% on your
business goals.

01

Established as VA for
over 5 years with 25+
Years relevant
experience.

02

Fully proactive
response with great
communication
overall.

03

Sustainable ethics and
Charity donations.

04

Fully insured through
Policy Bee VA
specialists via Hiscox.



05

You will work with me,
not an Associate.

06

Read my Testimonials
www.va-street.co.uk

Jenni Burstow

30 years PA/Exec PA/Office Manager experience/VA



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VA Street



[VASStreetVirtualAssistant](https://www.facebook.com/VASStreetVirtualAssistant)

- Full or partial virtual office operations
- Diary, email, travel, phone or full office management
- Raw copy into documents/presentations
- Lifestyle events/corporate hospitality
- Eco Travel Taxis
- Event admin and supplier research, co-ordination
- Exhibition Stand attendance on brand
- Negotiating facilities/insurance renewals
- Creative presentations, flyers, brochures, order of service
- Invoicing and chasing payments
- Office/property searches
- Landlord facilities management/ Accreditations documentation
- Industry experience includes sales & marketing/brands, travel, construction, legal, education, architectural, consultancies, Automotive membership club, not for profit
- Concierge services gifting search and order management

Services listed are not limited to the above
For full details please call for a 'discovery chat'

Your professional experienced Virtual Assistant



Bespoke VA Street services

Oxford Street - VA Admin Services

On demand VA general admin and or reception style call management, smaller projects or adhoc admin services, or diary/email management.

Suggested core hours 3-5 weekly please request rate card for any current discounts

Bond Street - PA/Office Management Services

PA or Office Management Service, including admin, proof reading, email management, diary, travel, events, project management, office insurance renewals, staff benefits management, corporate events and parties, gifting searches, larger project research tasks.

Suggested min no 6-9 hours/week please request rate card discount availability

Regent Street - Exec PA 1-1 Executive Office Support

A full level Corporate Service package is the traditional form of EA support. Monthly contact hours are agreed in advance for the level of service required and in exchange, you'll receive the contracted full Executive PA office service from me as your Virtual EA Office support and as more of a strategic partner I will, over time, get to know you and anticipate your business needs more and more.

Fixed hours to be agreed after initial 4-6 weeks of start date - suggested 10+

Please request rate card for any current discounts that may apply

Park Lane - Lifestyle PA/Household PA Projects

Product sourcing, private party planning, venue sourcing, gift planning, flower delivery, restaurant bookings, Xmas household organisation including cards and gifts, weekends away, restaurant and concert bookings, invites and order of service designs.

One off cost to be agreed based on required task hours.

Mayfair - Full Luxury Bespoke Services

Individual agreement encompassing overall lifestyle management for holidays, specialist car purchasing, life project management including, house extensions, landscaping, UK property searches either commercial, investment or for personal living, engagement & wedding planning including venue searches, arranging bespoke stationery designs, Hatton Garden jewellery appointments, honeymoon planning, party planning, holidays, eco chauffeur services to airports/bespoke nights out, Michelin star restaurant or West End Theatre bookings.



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Society  **f**

VIRTUAL ASSISTANTS

Community Member

Front row

seats #9-10