











# Admin amp Clerical Support, Low Cost, Pay as You Go



Location **South East, Berkshire**  
<https://www.freeadsz.co.uk/x-499089-z>



We work remotely anywhere and everywhere. We're your virtual PA, secretary, receptionist, and reliable support on call. There's no ongoing commitment and no hidden charges. We have worked in the office environment for the past 20 years and have become expert in supporting sole traders and small businesses with admin and office support on an 'as and when' or 'pay as you go' basis. This is achieved with all the new technology available to us and the power of the internet. Visit our website and get your FREE REPORT on how outsourcing your admin needs can save you money and free up your time. No job is too small. We are happy to type one letter, send one email or do payroll for many employees. You are guaranteed the same level of attention and professionalism no matter what size your job is. Call us for a friendly chat with no obligation. Here is a small selection of services: Audio Transcription Mailing List Management Website updating Word Processing Spreadsheets Database Management Diary Management Website Management Website problem fixing For our full list please visit our website. We offer great value, fast turnaround and a full pay-as-you-go service. You win every.

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