

# Flexible and bespoke business support

Empower your business with a  
Designated PA

designated 



# We are experts in providing flexible support services that champion ambitious companies and achieve extraordinary results.

We believe that with the right professional team to support you, your possibilities are endless.

That is why Designated PA offers flexible, experienced PA support for all your business administrative needs.

We also offer experts across Marketing, Accountancy and Bookkeeping and our integrated approach allows our carefully selected team members to embed into your business, allowing you to concentrate on delivering exceptional service for your clients.

We work to suit your requirements – flexibly, remotely, as and when we are needed.

**Our Virtual PA Services start from £335 per month (plus VAT).**

"She gets rid of the noise while at the same time having an impact on the success of our business, as she is releasing strategic headspace which allows me to better lead the organisation."

**Fiona Hathorn, CEO  
Women on Boards**





## Your PA

**Your Designated PA can help you become more efficient by taking care of many of the important tasks on your long to-do list. Increase your productivity and reduce stress by getting the support you need.**

We know hiring and training staff can be costly and time-consuming, and that's why a virtual personal assistant who is used to adapting quickly is the ideal solution.

Our experienced and professional virtual personal assistants all have a minimum of 3 years of experience working at senior management to board level and will complement your existing team.

**Got commitment issues? Hire for the help you need, when you need it.**

Our flexible packages allow you to take on a virtual personal assistant from just 10 hours per month.





# How We Can Help

## **Diary Management**

Your virtual personal assistant will proactively manage your diary to ensure your day runs smoothly.

## **Email and Inbox**

Nobody likes to be overwhelmed by a cluttered inbox. Your virtual personal assistants can help you prioritise the most important emails and organise communications.

## **Data Entry and CRM Support**

One of the most important parts of any business but also the most time-consuming. Your virtual personal assistant can help you keep your data clean by managing your CRM system.

## **Travel Management**

Your virtual personal assistant is highly experienced in booking travel and accommodation at short notice. From simple short haul to complex itineraries, our team can ensure the process is stress-free.

## **Lifestyle Management**

Need help outside of work? Your virtual personal assistant can help you manage holidays, organise events and much more.

## **Research and Projects**

Ready to kick-start a new project? Your virtual personal assistant can help get you started by collating research and insights, helping you to take the first steps into a new industry or geographical area.

## **Administration and Back-Office Support**

Whether you need presentation slides for a meeting or documents to support a new client pitch, your virtual personal assistant will be happy to jump in on ad-hoc requests to save you time.





# Our Packages

You can choose one of our Pricing Packages, depending on how much support you need, based on an hourly rate.

These can be broadly set out as follows:

## BRONZE PACKAGE

£335\*

10 hours of support  
(Additional hours £33.50 p/h)

## SILVER PACKAGE

£650\*

20 hours of support  
(Additional hours £32.50 p/h)

## GOLD PACKAGE

£930\*

30 hours of support  
(Additional hours £31.00 p/h)

## GOLD+ PACKAGE

£1,500\*

50 hours of support  
(Additional hours £30.00 p/h)

## PLATINUM PACKAGE

£2,320\*

80 hours of support  
(Additional hours £29.00 p/h)

\*Prices stated are exc VAT.



**Start your conversation with Designated PA today.**

### **Sophie Brown**

Head of Client Services

Tel: 020 7952 1460

Email: [Sophie@designatedpa.com](mailto:Sophie@designatedpa.com)

[Connect with Sophie on LinkedIn](#)





# Designated Business Solutions

**Alongside our PA services, we are also able to recruit a PA for you.**

## **Recruit A PA**

If you're looking to hire a PA, then our recruitment approach is different. We are experts in delivering business solutions and can help you to determine your exact requirements and define job descriptions.

Designated PA are in a unique position of not only hiring experienced PA's for ourselves, but also directly for clients. We understand what experience, attitudes and values make the perfect PA through years of experience. We can filter, review, and present the best personal assistants suited to your criteria – saving you valuable time and peace of mind in the recruitment process.

**If you are interested in learning more about our recruitment services then please contact [sophie@designatedpa.com](mailto:sophie@designatedpa.com).**

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**We also have an expert team of Marketing, Accountancy and Bookkeeping professionals who can provide flexible support services for every aspect of your business.**

## **Accountancy**

**Financial wellness is critical to the health of your business.**

Our team of accountants will assist you by providing regular financial updates and expert advice to help you make informed business decisions throughout the year. Designated is a Xero Partner with Xero-certified advisors on our finance team. You'll have quarterly reviews with your Accountant to plan and address concerns. At year-end, your Accountant can easily prepare your accounts as the hard work has been done throughout the year.



# Designated Business Solutions

## Bookkeeping

To run your business efficiently, you must keep accurate financial records. Bookkeeping is essential to prepare statements, track cash flow, and plan ahead. Note that bookkeeping is different from accounting.

## Marketing

Whether you need to develop or re-energise your brand, attract new clients, raise awareness of your business, develop your digital presence or engage with your network to achieve your objectives we have the expertise to help you.

With Designated's virtual and flexible support, you can tap into the best talent anytime, anywhere. Our dedicated team will work to define your strategy and then advise you on the most suitable plan in line with your objectives and budget.

**If you are interested in learning more about our accountancy, bookkeeping or marketing services then please email [info@designatedpa.com](mailto:info@designatedpa.com).**

