



VIRTUAL PERSONAL ASSISTANTS

FROM CHAOS TO CALM  
...ONE TASK AT A TIME

## Introduction

At My Elite PA, we provide professional, reliable, and flexible virtual personal assistant services for busy professionals, entrepreneurs, and growing businesses. Whether you need ongoing admin support or ad-hoc assistance, our UK-based team works seamlessly behind the scenes to help you stay organised, productive, and in control, without the cost or commitment of hiring in-house staff.

## Who we serve

We work with:

- Business owners and directors who need to reclaim time for strategy and growth.
- Entrepreneurs and consultants juggling multiple clients and deadlines.
- Small and medium-sized companies looking for flexible, professional admin support.
- Tradesman, Accountants, solicitors, and other professionals who need reliable assistance with scheduling, correspondence, and document management.

Our clients trust us to keep things running smoothly, so they can focus on running their business.

## What We Offer

Our services are fully tailored to your needs. Common areas of support include:

- Diary & email management
- Client communication and follow-up
- Document preparation & data entry
- Travel & meeting coordination
- Bookkeeping & invoicing
- Event and project planning
- Telephone answering
- General business administration

Whether you need a few hours a month or daily assistance, we'll build a package that works for you.

Call us on 020 3600 5055

**INTRODUCTORY  
RATE**

**JUST £30 PER HOUR**