

Good afternoon,

I'm Jackie Hutchinson, founder of [Virtual Executive Assistant Support Services](#) (VEASS). With over 10 years experience of working at board level, our industry-leading team of virtual personal assistants provide diary management, call handling, support with planning and running effective board meetings, transcription services and meeting minutes, management of travel plans, presentations, and event coordination to name a few of our incredible time-saving services. Our team has the right tools to keep you at the top of your game. Ensuring our client's success is our number one motivation. Give yourself the gift of time this Christmas by letting us take care of the tasks that are snowing you under.

Find out how we can help by giving us a call on 0800 6890669 or alternatively, 07966 379941.

Jackie



The magic ingredient to business growth

Over the years it has become recognised that outsourcing is an important ingredient in business growth and a critical part of business management. According to a 2019 survey by YouGov, 70%

of British businesses have outsourced key services to third parties. Outsourcing is perfect for businesses, big and small. It is more affordable to outsource work than build your own in-house team or hire additional staff. It's a fantastic way of maintaining steady growth whilst your core team continue to focus on internal tasks. It also allows you to continue to do what makes your business special and let others take over time-consuming tasks. By hiring experts to take over, those time-consuming, repetitive tasks will be done much faster whilst your team can utilise their best skills to continue to move the business forward. By outsourcing specialist tasks to people who have the right level of expertise, you can more easily plan and concentrate on your core business model.



Why Your Company Seriously Needs to Consider Outsourcing Secretary Services

As a business owner or company executive, you'll already be fully aware that all of the cogs and components of your company need to operate like a well-oiled machine. When one aspect loses momentum, it can affect your entire business. Many individuals make the smart, proactive decision to outsource some of their functions, which not only saves them money but keeps their business running smoothly with less hassle and less fuss. Here at VEASS, we understand the importance of high-quality, functioning personal assistance and secretary services. Therefore, we're here to provide fully comprehensive assistance, build rapport with our clients and provide a world-class reputation that you can trust. To read more, [click here](#).



Fancy experiencing our industry-leading Secretary skills? We are offering a Free trial for support of one board meeting in 2022, to include:

- Book meeting and manage attendees calendar invitations
- Circulate board papers and agenda
- Produce & circulate meeting minutes
- Or if governance is new to a company: Supply of recommended document templates to establish board governance.

Terms & Conditions: To secure this offer you must [book](#) before 17th December 2021. The meeting must take place during the first quarter of 2022. Subject to availability.

