

L.T. VA SERVICES

UK Virtual Assistants serving clients worldwide.



Why should I let you into my business? Let's explain...



"I just Get it"

I'm Lisa Tennant, owner of L.T. VA Services. I ran a successful laundry company from 2004-2014 which I eventually sold. However, I made some huge mistakes in my business, mistakes that I rectified too late, mistakes I still see business owners making today.

I didn't delegate. I thought that I could do it better than everyone else, I thought I wouldn't have the time to explain what needed to be done, I thought it would be too expensive to outsource, and I told myself I would do it eventually.

What really happened was that I spent the best part of a decade working 24 hours a day, seven days a week, limiting myself to holidays that were only seven days long, and even then, I was still taking calls and emails.

In fact, I didn't make the changes I needed to make until 2012 when I was seven months pregnant with my son. I found out he was going to be fighting for his life, and I sprang into action. I took on a full-time van driver and outsourced to 10 sub-contractors. It was the best thing I ever did. Stepping back from the business in the way that I did allowed me to see exactly where it was going, it allowed me to better plan for the future, and most importantly, it gave me back my time. Two years later, I sold the business. I still wonder how far things might have gone, had I delegated sooner.

Now I want to help business owners on their journey to letting go, to understanding, that without time, you can't scale. You have to grow, by letting go.





*The most successful business owner does the job they do
best, and outsources the rest*

Lisa Tennant - Someone else might have said, I just can't remember who...

So what is a VA, and how can they help me?

A Virtual Assistant is quite simply a Personal Assistant who works remotely...with a twist. Whilst it's true that the primary role of a VA is to help with admin, most VAs have come from backgrounds that have allowed them to build a wide-reaching skillset. In L.T. VA Services alone we have associates who can build websites, project manage for global companies, create and design spreadsheets, manage social media marketing campaigns and so much more. We are here to assist with your day-to-day admin, diary management, invoicing, emails, phone calls, organising meetings, ordering stock, and just about anything that can be done remotely. But we also specialise in writing blog posts, updating websites, managing social media campaigns including content creation, and even prospecting to help you gain new business.

It's really quite simple, if you're not sure if we can do something you're struggling to do yourself, just ask!



Why L.T. VA Services?

Good question. There are loads of VAs out there, so why us? Well, you read my story, I've been right where you are now. I absolutely understand how difficult it is to put your trust in someone else, to allow them into your world, and part with your hard-earned cash. You might not even have any hard-earned cash yet, which makes the prospect of outsourcing even harder, but it's a must. Your time is your number one commodity, if you're spending it on jobs you don't need to do yourself, how much do you have left to grow your business and take care of your customers?

Because I understand how difficult it is to let go, I try to take business owners on a journey, by starting off slow (unless you're ready to dive straight in of course). Offering a budget-friendly, flexible approach, will allow you the time you need to build your relationship with your VA, and to dip in and out of work as your own business ebbs and flows. Lets look at that in more detail.



Spend the time where
your business needs
you most

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Master your strengths,
outsource your
weaknesses



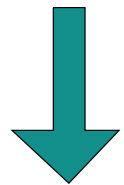
What's it going to cost?

We offer a £30 per hour pay-as-you-go option which is perfect for business owners who just need ad-hoc work here and there. However, it's more economical to opt for a monthly support plan if you're going to need 5 hours or more per month, as our hourly rate drops incrementally. To reassure you, we also offer the following benefits:



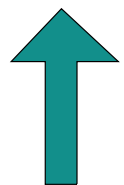
Cancel anytime

Unused time lost if cancelled before month end.



Downgrade anytime

Downgrade on your monthly reset date if you need shorter hours



Upgrade anytime

Upgrade on your monthly reset date if you need more hours



Unused time rolls over

If you don't use all your hours in one month, we allow your time to roll over for up to 3 months

www.ltvaseservices.com

Pricing Plans

No hidden fees. No contract. Cancel anytime

5 Hours Per Month £145

This plan is best for light support, mainly for social media creation & posting or weekly newsletters

10 Hours Per Month £270

Our most popular plan. Ideal for regular weekly support, at least 2.5 hours per week

15 Hours Per Month £390

If you need just a little more than 2.5 hours per week, perhaps regular email checking with additional tasks weekly, this is the plan for you

20 Hours Per Month £510

Ideal if you need a VA daily, perhaps for office management and regular admin support for a team

40 Hours + Per Month £25PH

This plan is ideal for a medium-sized business requiring daily support, a VA to be on hand when needed for quick responsiveness

Social media Support £360

A monthly plan where we will create and schedule your content, engage on your behalf including commenting, liking & sharing

With us, you can upgrade, downgrade and cancel at any time, so if you aren't sure what you need, start off on a smaller plan and build your way up. We also offer pay as you go at £30 per hour.



What about my data?



All of our VAs are insured, and ICO registered. We use password managers to share and store your sensitive data and we are more than happy to sign an NDA if you require. If more than one associate is working on a client account, permission will be sought from the client to share login information if required.



Cyber-Awareness Training

Keeping our clients data safe is extremely important to us, and that starts with good education. We regularly train our associates and offer updated support and advice as new legislation comes in. We encourage the use of 2-Factor authentication, and working within the cloud from clients shared drives rather than saving hard copies on desktops and laptops.

So what's next?

Remember, we want to bring you into our family, and take you on a journey. A journey that's not about rushing you onto a pricing plan, but about helping you to build up trust. By trusting your VA, you will naturally want to increase your time, so there's no need to jump in and push you into something you aren't comfortable with. If you need help because you aren't managing it all, or need to free up your time, you need us. To make things easy for you, we're going to let you get started with a free trial. Simply email us at info@ltvaservices.com. After that, here's your roadmap:

Choose your VA yourself by viewing their CVs, or we can match you to the right one based on your requirements

Choose your pricing plan. We can give you an estimate based on your workload but feel free to start at 5 hours.

Your VA will contact you to find out the best way to communicate, & work begins immediately. We advise starting off with a few tasks at a time as you build your relationship

Each month a time breakdown will be shared with you in your own client portal, breaking down how much time was spent on each task during the month

That's it! Allow your trust to build and watch your relationship grow. Enjoy the benefits of freeing up your time and enjoy the opportunities that will come with it.





And Finally...

This is me. I'm L.T VA Services. I'm not going to act like a big stuffy corporate firm, because that's not what we're about.

When choosing to work with us, you might not get me as your VA, but I will be looking after you. We're a team that supports one another, and I'll always be checking in to see how your relationship is getting on. You can contact me anytime you're not happy about something, and I'll make sure it's fixed, although of course, that's never going to happen.

If you have any more questions, use the links below to get in touch:



Email: lisat@ltvaservices.com | info@ltvaservices.com



Phone: 01332 318 317



Linkedin: <https://www.linkedin.com/in/lisa-tennant/>