



Designed to meet the needs of Small Business

Personal Assistant Services

Lifestyle Elements acts as a virtual personal assistant, to fulfil the role of a traditional personal assistant, but with a flexibility which allows you to use your personal assistant as much or as little as you like and without the cost of hiring an on-site staff member.



- > Word processing
- > Administration
- > Coordination of services eg. graphic design, printing, tradespeople, transport
- > Function coordination
- > Travel & accomodation arrangements
- > Research
- > On-site assistance
- > ...and more

You may also choose to combine our Personal Assistant Services with our Personal Concierge Services to more fully meet your needs.

PA Telephone Service

The PA Telephone Service is more than just an answering service. Lifestyle Elements will not simply take messages, we will manage calls just as a traditional personal assistant would. We will work with you, so that we can assist your clients, answer their questions and solve problems.



- > Dedicated telephone number for your business
- > Personalised message bank
- > Calls answered in your business name
- > Management of customer queries
- > Appointment bookings & coordination*

Diary Management & Virtual Desktop

Using an innovative virtual desktop program, Lifestyle Elements is able to manage your diary, just as a traditional personal assistant would, but with the ability for you to access it at any time via your computer. The virtual desktop program also allows for files to be transferred and updated between you and your personal asisstant at any time. Everything is synchronised in real time through an internet connection so that you immediately have access to up-to-date information.

- > Diary management
- > Contacts database
- > File sharing
- > Synchronisation with your computer's files and outlook calendar

* It is preferable that this service is offered in conjunction with the Diary Management & Virtual Desktop service, however other arrangements can be made if preferred.

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Service Examples

Appointment Bookings

- > Is the phone always ringing when you are in a patient consultation?
- > Do your clients need to leave messages to make an appointment?
- > Are you missing potential bookings because you can't do two things at once?

Why not use Lifestyle Elements' Virtual Diary Management and PA Telephone service. Have your own dedicated business line which clients can ring to make bookings. Appointments are made immediately, and you can easily check your diary at any time via your computer.

Phone Tag

- > Do you spend your day answering basic client questions and lose work time?
- > Are you constantly retrieving and leaving messages as you juggle meetings & appointments?

This could all change by using Lifestyle Elements' Personal Assistant and PA Telephone services. Have your mobile diverted to your own dedicated phone number when you are in appointments or working on-site. Let your personal assistant answer clients questions, chase suppliers or take messages.

Function Coordination

- > Do you find it hard to keep track of invitations and RSVP's to your events?
- > Are you spending more time managing the bookings, rather than preparing for your presentation?
- > Are you wasting money by not having enough time to source catering and venue quotes?

By using Lifestyle Elements' Personal Assistant and PA Telephone services, we can manage the details of your function so you have the time to plan the important parts of the event. Have Lifestyle Element's distribute your invitations and direct all RSVP's via phone or email to Lifestyle Elements. Use us to source quotes and manage catering, decorations and promotional material.

We are here to make your life easier

Lifestyle Elements provides a flexible service to meet all of your Personal Assistant needs. If you are finding it difficult to manage certain areas of your business, why not speak to us and we can develop a service which meets your needs and improves the running of your business.

"Abbie is a great worker who is genuinely concerned for my lifestyle and really helps me run a more efficient business. She is always organised and clear."

Shivani Gupta, Director – Real Business Consulting

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Service	Details	Fee
Personal Assistant	Standard hourly rate. Bulk purchase & membership arrangements also available	\$40 per hour
PA Telephone Service Minimum commitment 12 months	Initial once off set-up fee Monthly fee including 10 free standard calls*. Includes: <ul style="list-style-type: none"> > Dedicated business phone number > Personalised message bank Then charged at standard Personal Assistant rate.	\$100 (once off) \$60 per month \$40 per hour
Diary Management & Virtual Desktop	Initial once off set-up fee Virtual Desktop Software Assistance to establish Virtual Desktop on your computer(s) (<i>Optional</i>) On-site training (<i>Optional</i>) Then charged at standard Personal Assistant rate.	\$75 (once off) \$100 (this price may vary slightly) \$40 per hour \$40 per hour \$40 per hour

Complete Personal Assistant Package Minimum commitment 12 months	Personal Assistant standard services PA Telephone Service <ul style="list-style-type: none"> > Initial set-up fee - 25% discount > Monthly fee including 10 free standard calls*. Diary Management & Virtual Desktop <ul style="list-style-type: none"> > Initial set-up fee - 25% discount > Virtual Desktop Software > Assistance to establish Virtual Desktop on your computer(s) (<i>Optional</i>) > On-site training (<i>Optional</i>) *Standard call - in-bound call of 5 minutes or less	\$40 per hour \$75 (once off) \$50 per month \$56.25 (once off) \$100 (this price may vary slightly) <i>1 hour free</i> then \$40 p/h \$40 per hour
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Registration of Interest

Registration due February 20th for commencement in March

Yes, I am interested in finding out more.

Name: _____ Position: _____

Company: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Please contact me via: Phone Fax Mobile Email

Preferred day & time to contact you: _____

I am interested in the following services:

Service	
Personal Assistant	<input checked="" type="checkbox"/>
PA Telephone Service	<input type="checkbox"/>
<i>Minimum commitment 12 months</i>	
Diary Management & Virtual Desktop	<input type="checkbox"/>
Complete Personal Assistant Package	<input type="checkbox"/>
<i>Minimum commitment 12 monthsh</i>	

Further information: _____

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