



Transparent Pricing for Swift VA, Document & Transcription Services

Prefer an ad hoc package?

Just need holiday or interim cover?

- ✓ Email management
- ✓ Diary management
- ✓ Document management
- ✓ Client data management

[Contact me now](#)

Inbox and Diary Management - 20 hours pcm

With email being one of life and work's biggest time wasters, when doing your all to keep your business running smoothly and efficiently, the last thing you need is an unmanageable and messy Inbox or Diary. They take exceptionally valuable time from your busy day.

It makes sense to have me help you with:

- Checking emails twice a day (am and pm – 1 hour in total)
- Responding to email enquiries
- Flagging emails that need your attention
- Filing emails that need no action or reply
- Unsubscribing from junk
- Setting up and managing folders
- Client and supplier communication
- Diary management to ensure no overwhelm
- Arranging meetings, making reservations

£700

Administration - 20 hours pcm

You understand your audience and like to decide on your presentation content.

I love to create and deliver compelling and engaging content and communications. You need your scribbled ideas turned into impressive PowerPoint presentations.

This takes exceptionally valuable time from your busy day.

It makes sense to have me help you with:

- Database and CRM management
- Spreadsheet creation and updating
- PowerPoint presentations
- Audio transcription and proofreading
- Event assistance
- Invoicing and chasing payments
- Research
- Electronic filing organisation
- Expenses

£700

Or choose your dedicated plan

A retainer package gives you a pre-paid, fixed number of hours each month, to be used as needed

This allows you to budget monthly, without any surprise costs

Time is tracked and packages do not carry over from month-to-month

DAY RATE: £280 = 7 hours plus 1 hour lunch

Tier 1 Executive

Premium Service

£35 per hour
£1,050 per month

On-going support 30 hours each month

[Start Today](#)

Tier 2 Expert

Advanced Solutions

£35 per hour
£700 per month

On-going support 20 hours each month

[Start Today](#)

Tier 3 Enterprise

Enhanced features

£35 per hour
£350 per month

On-going support 10 hours each month

[Start Today](#)

Tier 4 Essential

Standard features

£35 per hour
£175 per month

On-going support 5 hours each month

[Start Today](#)

Transcription

All quotes for a minimum of 1 hour

Please note all invoices (including multi-task invoices) are tracked to the minute, so no rounding up or down is needed

From £10 per 1,000 words for manuscript typing from dictation

From £12 per 1,000 words for pre-written proof reading and copy editing (including language editing for grammatical correctness, natural English tone, and accurate terminology)

From £14 per 1,000 words for manuscript typing from handwriting

From £1.20 per recorded audio minute for audio typing

From £1.60 per audio minute for multi-voice transcriptions

Any costs for providing presentation stationery and printing will be agreed before provision.

* For all quotes fair audio and video applies

Ad Hoc Fees

£35 per hour for ad hoc agreements

A simple, cost-effective solution to your administration needs:

NO advertising or recruitment costs

NO additional office overheads

NO additional tax or National Insurance

NO holiday or sick pay, or pension contributions

You can focus your time on what you do best

[Questions? Contact me](#)