

LEADING
YOUR TIME **AHEAD**



Virtual Assistants Services

EASY TO HIRE AND TO FIRE



Save up to
80% on your
Administrative
Cost

Save up to
80% on your
Administrative
Cost

Start from **\$4**/Hourly

Plan is designed for individuals who would like to get assistance

YANTRAM BPO SERVICES PVL LTD

0091-9909705001 (India)

+1-408-705-2785 (US)

+44-203-002-0886 (UK)

info@yantrambpo.com

www.virtual-assistants.outsourcing-services-india.com

ABOUT Virtual Assistants Services

Yantram help to increase your Productivity, Reduce cost, Save Your time and reduce stress in your work. Yantram Virtual Office Assistants keep long term relationship with their clients than that of an Employee. Hiring Virtual Assistant Services can **80% save Money**. Your Employee cost you for a full day even for the idle time whereas V.A. costs only for the hours worked to finish the task.

Virtual Assistant Starting Plan:

	Bronze	Silver	Gold	Monthly
Total Hours Per Week	5 Hours	10 Hours	20 Hours	40 Hours
Monthly Fee	\$30	\$50	\$80	\$120
Monthly Fee Breaks Down To:	\$6/Hour	\$5/Hour	\$4/Hour	\$3/Hour

Yantram Virtual Assistant Services vs. USA Employee

USA Employee	<u>Yantram Personal Assistant</u>
Office Space Required Furniture Must!!! Overtime Charges Applicable Worker Compensation Applicable. Age Limit 60 Paid Vacation Applicable Hourly Rate of Pay \$15 - \$80 Avg.	No Office Space No Furniture Overtime Charges Not Applicable No Retirement No Paid Vacations Hourly Starting Rate of Pay \$4
Approx. Annual salary \$96000	Approx. Annual salary \$8500

Service we offer

- Appointment setting
- Bill paying
- Blog updates & SEO Assistant
- Business letter writing
- Calendar management
- Coordinate customer mailings
- Create sales reports
- Email(manage or sort incoming email)
- Faxing documents
- Format documents, reports, e-books
- Invoice management
- Meeting scheduling organization
- Presentation creation
(PowerPoint, QuickTime, Real Player)
- Press release distribution
- Respond to customer emails/phone calls
- Special project assistance
- Specialized industry service
(e.g. medical transcription, real estate As)
- Spreadsheet creation
- Survey coordination
- Online Marketing Assistant
- Transcription from audio/video
- Translation & Telephone Assistant
- Travel arrangements
- Typing/ Internet Research
- Venue booking & Virtual Recruitment Staff
- Website routine maintenance
- Personal Assistance Services & Increase Facebook Traffic

Start from **\$640** /Monthly

Plan is designed for individuals who would like to get assistance

Are you ready to "go virtual"?

4 0 8 - 7 0 5 - 2 2 2 5 (U S)

4 4 - 2 0 3 - 0 0 2 - 0 8 8 6 (U K)

0 0 9 1 - 9 9 0 9 7 0 5 0 0 1 (I N D I A)

info@yantrambpo.com