

Where Action Counts!

2021

IF YOU WANT IT DONE STRESS FREE.....

Then don't do it all by yourself!



TEL 0208 133 8212

www.virtualpersonalassistance.com

■ BUSINESS PLANS ■ CASHFLOW PROJECTIONS ■ WEBSITE SERVICES
■ CHATBOTS DESIGN ■ CPD COURSES ■ BUSINESS OPPORTUNITY
■ SIGNPOSTING TO FINANCE

INFORMATION BROCHURE

Virtual Speedy Services Ltd



contact@virtualspeedyservices.uk

Co No. 12943526

Kemp House
160 City Road
London EC1V 2NX



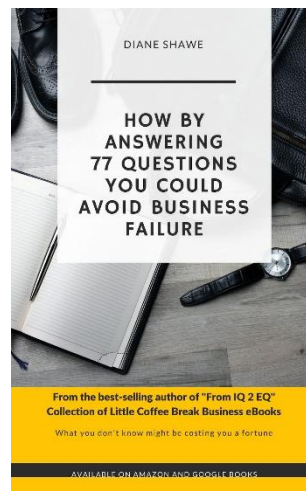
Welcome to Virtual Speedy Services.

My name is Diane Shawe. After the first lockdown I decided to invest in setting up another service outside of my bricks and mortar retail shop. I recognised a vulnerability and decided to take action.

During the late 80's through to the 90's I worked in business development and helped many people set up or expand their business.

In 2003 I decided to become self employed and have never looked back. I decided to draw on those skills to see what I could do to help anyone wanting professional help to navigate and establish their start-up or expansion dream the right way.

All businesses have their ups and had those, so I wrote a book on hopefully help others to avoid



downs, I have sure this topic to some to the pitfalls.

awfully expensive if something! Free when you have to plan, it can end up

effective in getting

better at it as the

finance, legal entity

The Internet is an informative and resourceful platform. But it can be over whelming and you do not know what your doing. Everyone offering free advice or training is selling service websites have lots and lots of tips, advice, signposting and templates to offer, but get down to the nitty gritty of producing that cashflow projections, business or marketing pretty stressful.

I have from experience set out a route that is not complicated, its streamlined and you up and running.

I believe that you should never start anything as an amateur, start something but, then get months go on.

This means you should have a broad understanding of business structures, marketing, etc, therefore I recommend new skills to support your objectives are learned or strengthened.

I believe that if you are going to start a business or expand it, a business/marketing plan is necessary. This will help put your thinking, plans and goals into prospective.

I believe that if you are wanting to raise money, your projections must be realistic, easy to explain and adjustable so that the lender can assess the risk and viability of the business.

A business without online presence does not stand much chance, so this must be streamlined to attract quality lead and a placement on google maps will help with exposure.

Take some time to review the services I want to help you with. Our website allows you to start of with a payment plan, various payment options to get you going.

Don't for one-minute think that this service is designed for you to sit back and do nothing, it is not. It is designed to help you move towards your goal in a constructive and informative way without all the drama.

If you are looking for a genuine service built on experience that will also help move you towards your goals, then I can help with that.

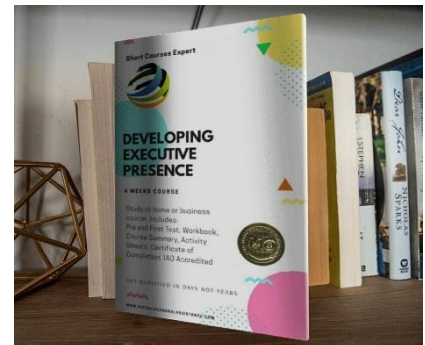
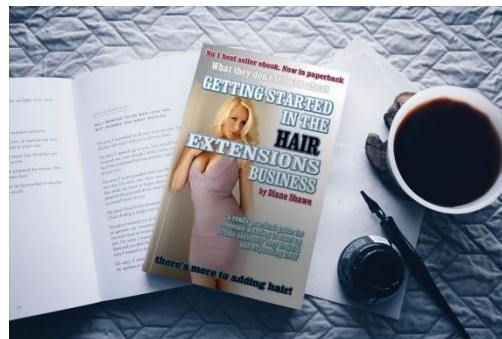
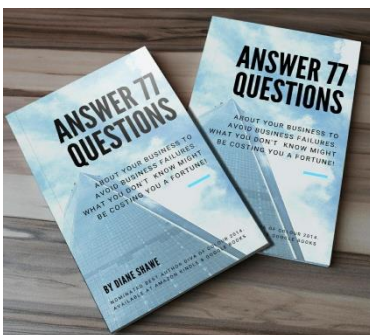
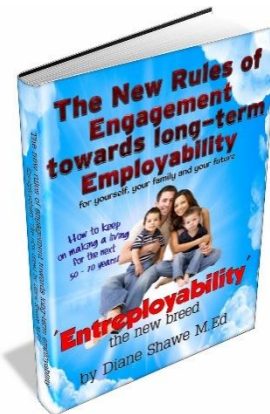
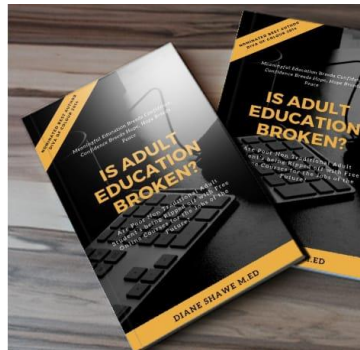
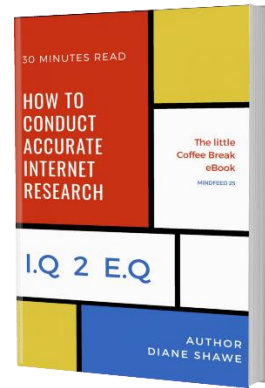
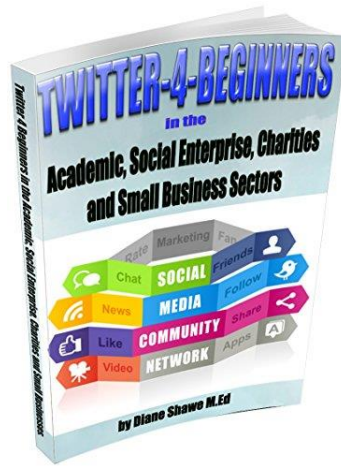
Hope to hear from you soon.

[Diane Shawe M.Ed](#)



**CORONAVIRUS
LOCKDOWN DRIVES
RISE IN ONLINE
MICRO START-UPS
AMID FEARS FOR JOB
SECURITY**

Article by Diane Shawe M.Ed
www.needahairmakeover.blog



Checkout a selection of my books on amazon and google books.

Join my blogs: www.needahairmakeover.blog or www.virtualpersonalassistance.com/blog



IF YOU WANT IT DONE STRESS FREE....
DON'T DO IT YOURSELF

TAKE OUR VIRTUAL HAND

TEL: 0208 133 8212

www.virtualpersonalassistance.com

SERVICES

- Business Plans
- Cashflow Projections
- Website Services
- Chatbots Design
- CPD Courses
- Business Opportunity
- Signposting to Finance

CPD ACCREDITED
1&1 JORIS AWARD WINNER
WHERE ACTION COUNTS

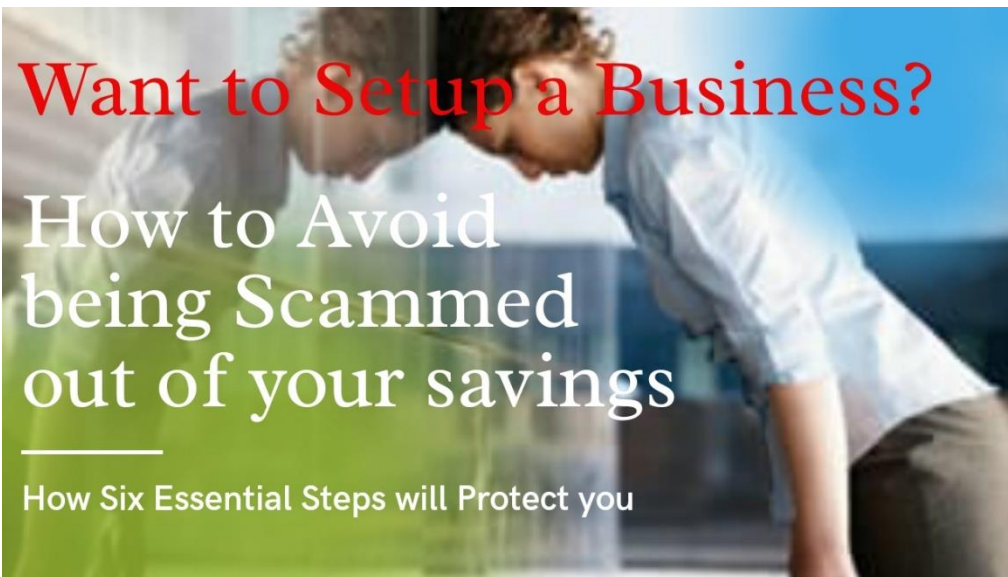
Virtual Speedy Services Ltd is set up to provide a suite of services for individuals or partners to help them Setup or expand a business.

Courses to help you learn or hone into a skill, preparing and executing a business plan for focus, to help with raising finance backed up with a 5-year cashflow, profit and loss and balance sheet.

Help with setting you up as a Ltd company with a professional registered address (if working from home).

Designing essential online market tools like an effective google verified website and using artificial intelligence chatbots to generate quality business leads. We can even help with Content for your websites and social media.

We think of ourselves as your Virtual Personal Assistance who will help streamline your business and personal development without all the delays, hyped up sales or endless webinars in a cost effective package.



Want to Setup a Business?

How to Avoid being Scammed out of your savings

How Six Essential Steps will Protect you

Virtual Personal Assistance offer a range of services to help you get a job, promotion, start a business or market your business effectively. check out our range of services <http://bit.ly/3jObWBL>

OUR CORE SERVICES

1: Chatbot Design

HOW DOES OUR CHATBOTS WORK FOR YOU

When your visitor lands on your website, the chatbot interacts with them.
Through conversational marketing it converts them into a qualified lead or a customer.



Designing and launching Chatbot for businesses to help them attract and manage more authentic enquiries 24/7 using new A.I technology. We can design and execute bespoke chatbots to help you deal with online enquiries 24/7 from any avenue. This is becoming more and more important as enquiries can come from anywhere. Test this online tool for free!

<https://bit.ly/34f9dNC>.

Pricing: you can order your chatbot direct

www.virtualpersonalassistance.com/chatbot-store

Or try out our subscription package. <https://www.virtualpersonalassistance.com/plans-pricing>

2. CPD Courses



Fast Track CPD and IAO accredited Soft skills courses. If you're looking to upskill for a new job, starting or expanding a business or get a promotion our workbook courses are to be completed and returned within 4 weeks for marking to get your accredited certificate.

<https://www.virtualpersonalassistance.com/cpd-courses-store>

3. Google Verified Website



Google verified Quick website design with links to social media. This insures you are on google maps and in the search engine. We also help with establishing your social media links for branding.

Ecommerce solutions platform can be added to this as a separate service. This will be discussed at the time of the consultation.

www.virtualpersonalassistance.com/express-website-design

4. Business Planning & Finance

We assist start-ups or established businesses to generate a business plan and projections. We can also assist with setting up your Ltd, Online bank account, merchant account and registered address if you want to protect your private home address. We can also help with advice on where to submit your business plan for funding.

www.virtualpersonalassistance.com/express-business-plan-fundraising



We have various price plans to help get you going.

A promotional banner for Virtual Personal Assistance. It features silhouettes of people, a 3D pie chart, and text: 'IF YOU WANT IT DONE STRESS FREE.... DON'T DO IT YOURSELF', 'TAKE OUR VIRTUAL HAND', 'TEL: 0208 133 8212', 'www.virtualpersonalassistance.com', and a list of services: Business Plans, Cashflow Projections, Website Services, Chatbots Design, CPD Courses, Business Opportunity, Signposting to Finance. There are also logos for Visa, Mastercard, and others.

<https://www.virtualpersonalassistance.com/plans-pricing>

5. Business Plan Templates

Get Virtual Personal Assistance Ultimate Business Plan Template Right Now! You can click, purchase and download from our website. No need for expensive book-keepers or consultants if you have the ability to follow our template.

Our Business plan template is



- Quickly & easily finish your business plan
- Turn your ideas into reality in a structured way
- Get funding from lenders & investors
- Explain your Marketing Rollout and Competitors
- Easily customisable. Fill in blanks
- Colour Coded clearly where to fill in on cashflow.
- Approved by business advisors and consultants
- Zero learning curve
- Demonstrate with graphs
- Impressive & professional template design
- Express how your business with grow or recover covid19
- Operates in Word and Excel
- 5 Years cashflow, profit & Loss plus Balance Sheet
- Free Bonus ebook available when you purchase this.

<https://www.virtualpersonalassistance.com/plans-pricing>

<https://www.virtualpersonalassistance.com/business-plan-templates>

6. Start your own Chatbot Agency



An opportunity to invest in your own Chatbots Agency and help businesses engage with potential customers 24/7.

www.virtualpersonalassistance.com/start-your-own-chatbot-business

7. Website & Social Media Content Management

This is often an overlooked section of the business. Apps took on a pivoting role a few years ago, but now more than ever with more people going online for information, shopping, advice and entertainment **Websites** have become the online window into your organisation, the people, the services which demonstrates your commitment. We understand this and the importance to your organisation.

Website has to be the most trusted and easily accessible address of your brand, that is why the likelihood of a consumer visiting your **website** is fairly high today. A professional **website** works as a backbone of your online presence and supports in digital marketing efforts. What should your content stimulate?



Content provides information and this information can be used to educate search engines about your **website**. You should always keep in mind how your **website** is portrayed to search engines and whether it accurately communicates your **website's** purpose.

The **design** principles deal with **effective communication**. In this context, **communication** means the presentation of material to an audience in an organised manner, with the intent of imparting some knowledge or understanding to that audience.

According to the seven Cs, **communication** needs to be: clear, concise, concrete, correct, coherent, complete, and courteous.

Regularly updating and **maintaining** your website is crucial to ensuring that your site is running at full capacity. Just like cars, **websites require maintenance** to operate properly. Properly **maintaining** your site helps to ensure site security, increase the number of new visitors, boost returning traffic, and more.

Content Update and Management Services and subscription fees

To include:

- Free Consultation
- Installing any Website Content Updates Provided by Client
- 1 Articles Researched and Upload by us each month
- 1 New Video a Month for Social Media Promotion
- 20 Social Media Updates across 4 Accounts each month
- 1 Chatbot Client Virtual Assistance for 12 months

Fee £250 + vat per month. To engage our services, click on the following link and select Content Updates. Create an account to activate your 7 days free trial.

<https://www.virtualpersonalassistance.com/plans-pricing>

It is now becoming a full-time job to keep all your social media up to date, employing someone full time is one option but can be expensive.

These are normally all the things you have to consider in order to stay ahead of the online communication game:

Search engine optimisation. ... online internet language

1. Blogging and guest blogging. ... fresh relevant information
2. Pay per click (PPC) ...advantages and disadvantages
3. Retargeting. ... how, where, when and why
4. Facebook ads. ... without wasting money
5. YouTube. ...how to leverage and where to get the material
6. WhatsApp marketing. ... How to engage
7. Word of mouth (forums/Facebook fan pages, etc.)

So for less £9 a day we will keep your website and social media engaging, UpToDate and relevant.



GET IT

FREE

NEW EBOOK

"The book that everyone business startup needs!"

★★★★★

PACKED WITH USEFUL TIPS

★★★★★

GET IT
★★★★★
www.virtualspeedyservices.uk
NOW AVAILABLE!

Read this before you start your business

7 Important DNA Business Startup Disciplines

DIANE SHAW
Bestselling Author of "Getting started in the Hair Extensions Business"

COURSE FEES



All courses are priced individually on the website. They may not all be listed but there is a listing prospectus from which you can request course outline information. To follow is just a price guide.

Foundation Courses = From £55

Intermediate Courses = From £220

Advance Courses = From £600

Expert Courses = From £900



How to order: Call 0208 133 8212 or email contact@virtualspeedyservices.uk

Or simply click on the Enrol me now link. You don't have to pay any money at this point.

All courses come in the form of a workbook, you will also have access to a virtual tutor for assistance if you get stuck.

HOW TO ENROL

You can surf our course selection online, enrol and pay at the following link.

<https://www.virtualpersonalassistance.com/cpd-courses-store>

Full course list and prospectus. You can view the course list and request we send you the course outline at the following link

<https://www.virtualpersonalassistance.com/softskills-and-vocational-prospectu>

WAYS TO PAY

1 PAYMENT PLAN

COMPLETE YOUR ENROLMENT IN ONLY 4 MINUTES

How Laybuy works.

Pay it in 6 weekly automatic payments, interest free. Easy.



Pay by Laybuy.

Proceed to checkout. Select Laybuy as your payment method.



Complete order.

Log in or sign up. Complete your order in seconds.



Select schedule.

Choose your payment day. View your schedule and select pay now.



You're done.

Your items are on their way. Payments will be taken automatically each week.



Learn More



2. DEBIT/CREDIT CARD



We accept all major card and contactless. You can pay online, over the phone or in person if you are in our location and arrangement has been confirmed.

3. INVOICE THEN BANK TRANSFER



You can select your course online, request an invoice and follow the payment instruction on it. Courses via this method has to be paid for in advance.

4. PAYPAL



We do offer paypal options if you don't have a debit card or bank account.

We usually only process using paypal for courses valued under £60 unless we have agreed otherwise.

CPD ACCREDITATION AND POINTS



Accredited CPD training means the learning activity has reached the required Continuing Professional Development standards and benchmarks. The learning value has been scrutinised to ensure integrity and quality. The CPD Certification Service provides recognised independent CPD accreditation compatible with global CPD requirements.

CPD Points awarded

Foundation Courses = 15 CPD Points

Intermediate Courses = 40 CPD Points

Advance Courses = 70 CPD Points

Expert Courses = 150 CPD Points

HOW TO ACTIVATE YOUR CERTIFICATE

1. Once you have ordered your course, you will receive confirmation and a welcome and joining instruction document. This will have your student reference, lesson plan and student completion form.
2. Within 7 working days your course workbook will arrive when you can begin your course.
3. Your course must be completed within 4 weeks and sent back with your signed student completion form.
4. We will confirm receipt of your workbook, assess it and advise of any areas that need any attention.
5. If you have successfully completed all modules your certificate will be prepared and sent to you along with your CPD Log Record Form.

Note: If you should need more time to complete your workbook course you should email us 2 weeks in advance. The maximum extended time is two weeks.

Failure to confirm extension requests and arrival of course is late will result in you forfeiting your course certificate.



Subscribe

VIRTUAL SERVICES FOR BUSINESSES, CHATBOTS AND COURSES



Social Media Links

<https://www.twitter.com/VAutoChat>

<https://www.facebook.com/virtualautochat>

<https://www.youtube.com/c/VirtualServicesforBusinessesChatbotsCourses>

<https://www.Instagtam.com/virtualspeedyservices>

www.chatbot.speedyappointment.com

CONTACT

Virtual Speedy Services Ltd

0208 133 8212

www.virtualpersonalassistance.com

www.virtualspeedyservices.uk

Email: contact@virtualspeedyservices.uk or info@virtualautochat.uk

Kemp House
160 City Road
London
ECv1 2NX