

OUT OF OFFICE ASSOCIATE

£375*

**the
Creatives**

VIRTUAL ASSISTANT

info@thecreativesva.com
www.thecreativesva.com

WHAT YOU GET...

EMAIL COVER

With my associate template on your out of office your contacts will know I'll be taking care of business when you're away.

SOCIAL MEDIA MANAGEMENT

I will monitor your DM's and deal with any leads and queries.

REGULAR UPDATES

I can keep you posted via your preferred method.

SUMMARY EMAIL

You'll get a handover email before you return which will get you up to speed with what I've been up to.

**Based on 1 weeks cover, Monday to Friday, during standard office hours. No set daily period given.*