

# REMOTE HOME OFFICE COST EFFECTIVE ADMINISTRATION SUPPORT 24/7

Mobile: 0437 176 036  
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Web: [remotehomeoffice.yolasite.com](http://remotehomeoffice.yolasite.com)

## The benefits of using a Virtual Assistant through Remote home office:

- Work is complete off site, therefore no overheads or equipment costs.
- No agency fees, over time rates, no sick pay, no holiday pay or loading rates.
- Deal with one person who understands your individual needs.
- Confidentiality assured.
- Personalised, professional and reliable service.
- Flexible availability, 7 days a week, urgent requests most welcome.
- High quality work paid for on an as you need basis.
- No employee contracts and no training fees.
- No advertising costs for staff recruitment or temp agency fees.
- Non obligation, free quotes.
- Services available 24 hours a day, 7 days per week.

## WHAT WE DO

A Virtual Assistant provides cost effective administration support from their own home office, by working as an individual contractor. Located in Gippsland, Australia, I offer a variety of administration and typing services ! Having young children at home I saw this as an opportunity to offer my services to both local and national business enabling me to have the benefits of caring for my children, at the same time. Thanks to modern technology all this work can be completed without the need for one on one contact.

**Fast turn around,  
reliable service,  
confidentiality assured**

Having 15 years in office administration and computing experience, 8 years of this being self employed, ask how I can help your business today. I am happy to take on one off assignments or I can assist your business on an ongoing basis, whatever you need, as a business or an individual, Let Remote Home Office do all the administrative work for you so you can free up time to focus on building up your business and spending more time with your family! No matter where you are located I can help you!

## CONTACT US TODAY FOR A FREE PERSONALISED QUOTE!

For an information pack outlining rates and services available please contact Bel. Mobile: 0437 186 036 or via email [belkostos@gmail.com](mailto:belkostos@gmail.com)  
Alternatively please visit our website [www.remotehomeoffice.yolasite.com](http://www.remotehomeoffice.yolasite.com) to download a job request.  
Mobile will be switched off over night please leave a message if this is the case.  
General office hours where I can be reached via Mobile are 7.30am to 10.30pm, 7 days.

## The following services are offered (not limited to)

Word Processing  
Data Base Management  
Data Entry  
Blog set up  
Web design  
Appointment Setting  
Diary Management  
Telemarketing  
Event Planning  
Excel Spreadsheets  
Internet Research  
Flyers and Brochures  
Invitations  
Newsletters  
Software Support  
Email Management

**No matter what your  
Circumstances....**

**see how I can help  
your business!**

## SPECIAL OFFERS!

10% Discount for your first invoice!  
5% Discount for Payments Upfront!  
Discounted Rates for Ongoing Clients!