

Time Blocks Price List

TÉLÉ-ADMINISTRATION	TÉLÉ-ACCOUNTING	PROMOTION
<p>Services provided by a Virtual Assistant:</p> <ul style="list-style-type: none"> • Secretarial/general support • Translation (English, French and Spanish) • Word processing/transcription • Event planning • Operations Assistant Internet research • Other services according to your needs <p>PLAN OPTIONS: 10 Hours Block : 250 \$ 15 Hours Block : 360 \$ Monthly, quarterly, semi- annual or annual contract*</p>	<p>Services provided by a Virtual Accounting technician:</p> <ul style="list-style-type: none"> • Complete bookkeeping • Periodic financial statements • Accounts payable activities • Development of business relations and supplier follow up • Accounts receivable activities • Billing • Collections and follow up of delinquent accounts • Other services according to your needs <p>PLAN OPTIONS: 15 Hours Block : 450 \$ 20 Hours Block : 580 \$ Monthly, quarterly, semi- annual or annual contract*</p>	<p>PROMOTION</p> <p>START-UP BUSINESS LAUNCH PACK</p> <p>Use the services NOW to launch your business and take up to 12 months to PAY!*</p> <ul style="list-style-type: none"> ❖ 500 customized industry leads, personalized to your business and tailored to your industry. ❖ 125 Hours of Propection by a professional Tele-Agent. ❖ 15 Hours of Graphic Design, to design your business cards, logos, corporate brand, brochures, flyers, banners; whatever is needed. Graphic design requirements are included in this package. ❖ 1 Year – Web Hosting Package: Our Platinum hosting pack; fully loaded with all the web power you need to have a solid web site for a full year including: Your own domain name. ❖ 15 hours of Web Design / Programming: Use our web designer to adapt your website or develop other web tools that you may need. ❖ 25 hours of Virtual Assistance Service: Your Virtual Assistant can do all your administrative translation, composition, research, secretarial work; you have 25 hours of such service. ❖ 15 Hours of Virtual Bookkeeping Service: An accounting specialist will help prepare the financial segment of your Business Plan – for financing or grants requests, but also Set-up your accounting system and get your accounting activities started. <p>SIGN-UP NOW, GET AN INSTANT 10% OFF PAY ONLY \$599/month for 12 months</p>
<p>TÉLÉ-AGENT</p> <p>Services provided by Telephone Agents, Out-Bound calls:</p> <ul style="list-style-type: none"> • Propection calls • Leads generation • Appointment setting <p>Services provided by Telephone Operators, In-Bound calls (Not sold in Time Blocks):</p> <ul style="list-style-type: none"> • Customer Service agents • Technical Support • Remote Receptionist/ Answering service operators <p>PLAN OPTIONS: 15 Hours Block : 360 \$ 25 Hours Block : 575 \$ Monthly, quarterly, semi- annual or annual contract*</p>	<p>VIRTUAL MARKETING</p> <p>Services provided by a Virtual Marketing specialist:</p> <ul style="list-style-type: none"> • Business development plan • Internet Marketing: blogs, social sites, email campaigns • Remote graphic design • Website development • Video advertising conception • Other services according to your needs <p>PLAN OPTIONS: 10 Hours Block : 450 \$ 15 Hours Block : 645 \$ 25 Hours Block : 975 \$ Monthly, quarterly, semi- annual or annual contract*</p>	
<p>NOTES : All our Virtual Professionals are bilingual and have an average of 15 years of experience in their respective discipline. Our working hours are from Monday to Friday, from 9 am to 5 pm EST. File transfers are done securely through our client console, remote access, Email, fax or other methods. *Certain conditions apply. Prices are subject to change without notice. Rev. : Jan. 1, 2010</p>		