



PA Solutions

How You Can Communicate with Your Virtual Assistant

A good relationship starts with good communication!

At PA Solutions we operate on the basis that good, consistent and effective communication is the fundamental building block. As a valued client you have multiple ways to keep in touch with your VA.

VA	Natalie Lane
Phone	0410 786 709
Email	natalie@perfectadminsolutions.com.au
Skype	pa.solutions
LinkedIn	https://au.linkedin.com/in/pasolutions
Facebook	www.facebook.com/pasolutionsperfectadmin

As a regular client you will establish with PA Solutions the hours required per week/month at your start up meeting and these will be scheduled and confirmed each week for the following week. More or less hours can be scheduled depending on availability and notice.

During these scheduled hours you may contact your VA using any of the above contact points.

If you need to contact your VA outside of these scheduled hours, the preferred method of contact is email. However if the matter is urgent, please text or Skype message and we will phone you back as soon as we are available.