



Questions to ask your Virtual PA

To make the process of selecting which service is right for you as easy as possible, you should consider approaching any potential new VA with these queries:

- Can they provide proof of experience or industry knowledge?
- Can they provide a reference or client testimonials?
- Do they have a Service Level Agreement (SLA)?
- Are they happy to sign a Non-Disclosure or Confidentiality Agreement?
- How do they handle confidential or sensitive data?
- Can they provide a full list of services or tasks provided?
- Can they provide you with details of their availability?
- Can they offer clear payment terms upfront?
- Are they able to explain clearly how their processes will work - how will they keep you updated, etc.?
- Are they able to provide a clear breakdown of costs to you?

It's a good idea to look at a few VAs and compare, and once the above questions have been answered - which any reputable VA will be happy to and should readily be able answer for you - then you'll be armed and ready with all the crucial information to help you make a decision.

It could be one of the best things you do! A great VA can save you time and money, and you'll have direct access to a very valuable resource, enabling you to claim back precious hours which you can spend on the core tasks of your business, or really focus on what you do best!

Reclaim your work-life balance, hire a VA today!