



Outsource Typing

Virtual Assistant & Transcription Service

8 Questions to ask when hiring a Virtual Assistant

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

1. Can they provide proof of experience or industry knowledge?
2. Can they provide references or client testimonials?
3. Can they provide you with a Service Level Agreement (SLA)?
4. Are they happy to sign a Non-Disclosure Agreement (NDA) or Confidentiality Agreement?
5. How do they handle confidential or sensitive data?
6. Can they provide you with details of their typical availability?
7. Are they able to explain clearly how their processes will work for you?
8. 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 queries have been answered (which any reputable VA will be happy to do and should readily be able to answer for you), 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 for your business or personal life! A VA can save you time and money, and you'll have direct access to a very valuable resource, enabling you to claim back many precious hours, which you can then spend on the core tasks of your business – the stuff you really want to get on with – and focusing on what you do best!

For further information on what types of tasks VAs can assist with, [click here](#) to find out more.

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