



# MiPA

## TIME FOR YOU .CLEANING

We have a wide variety of options to meet the needs of you and your TIME FOR YOU business.



### Business Essentials Package from £180 + VAT

- Calls Answering
- Inbox Management
- Calendar Appointments

ESSENTIALS



### Business Growth Package from £350 + VAT

- Calls Answering
- Inbox Management
- Calendar Appointments
- Lead Follow up
- Booking and Confirming Quote Visits
- Referencing of Cleaners
- Set up Customers in Xero (Quickbooks etc)
- Create Invoices
- Send Weekly/Monthly emails to your customers

GROWTH



### Business Advanced Package: POA

The complete PA, Marketing and Business Support Package for our business. See our 104 Tasks document for how we can work with your business.

ADVANCED

We know that business can be hard, stressful and a little overwhelming at times – but we also know it doesn't have to be that way. We help empower busy business owners – to change the tasks they do in their day – and support them and empower them to fast track their growth.



We are a multi-award-winning virtual call answering and PA service - working with a wide range of business owners across the UK. For nearly 15 years, we have been working with busy business owners and elite entrepreneurs, giving them access to highly skilled admin support.

- Do you find yourself spending too much time in your inbox?
- Are you unable to follow up on leads consistently?
- Not able to make time for the people you love?
- Not enough time to spend on business-building tasks?
- Fed up with doing stuff you hate?

*Let's talk!*

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Want to know more?

Web : [www.mi-pa.co.uk](http://www.mi-pa.co.uk)

Email : [hello@mi-pa.co.uk](mailto:hello@mi-pa.co.uk)

Call : 0161 820 6080



Scan here to find out more  
[mi-pa.co.uk/timeforyou](http://mi-pa.co.uk/timeforyou)