



Administration Packages



General / Office administration Services

Once-off Package

- Once-off work / tasks will be performed and invoiced according to quotation to our Client.

Monthly Package

- Ongoing work can be Packged (Set fee per month) after consultation to establish if work/ tasks will be more or less the same for each day, week or month.

Retainer Package

- Administration work that our Client feels may vary from day to day, week to week or month to month will be handled through the retainer system (Set number of hours per day, week or month for a set fee) depending on what our Client needs done.

This Administration Service gives Business owners or Entrepreneurs more time to focus on the more important things in their Business.

Office administration, general administration, spreadsheets, Data Entry work, Debtor`s follow-up service, Copy typing, Business letters, ANY work we can help with!



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