



www.ikanos.co.za



IKANÓS

Virtual assistant services

ABOUT US

We provide virtual assistant (VA) services to various big and small businesses, startups, and entrepreneurs. Use a professional to assist you and only pay for the hours you require, saving you money and time, increasing your productivity.

With extensive experience in office management and in the legal sector we can assist single practitioners or smaller firms with general drafting and typing of documents, invoicing, general office management and admin tasks – no job is too big or small. Kindly refer to the services below.

Our aim is to work independently in an environment of change, challenge, multiple deadlines and priorities. We are passionate about supporting individuals and businesses to excel.

- ✓ Property Management
- ✓ General Admin
- ✓ Data Capturing
- ✓ Monthly / Weekly Reports
- ✓ Preparation and organizing of Data Reports
- ✓ Dicta Typing
- ✓ Onsite filing and organizing
- ✓ Proof Reading
- ✓ General Typing

SERVICES

- ✓ Invoicing
- ✓ Statements
- ✓ Monthly debtors / creditors
- ✓ Typing of General Documents / Letters
- ✓ Drafting of Transfer / Bond Documents
- ✓ Travel Bookings
- ✓ Customer Relations

PRICING

Hourly Rate: R250.00
OR MONTHLY RETAINERS

*Prices can be customised according to your company's needs, if not stated here.

Bronze ★	Silver ★★	Gold ★★★	Platinum ★★★★
(10 hours)	(15 hours)	(20 hours)	(40 hours)
R2 200 p/m	R3 500 p/m	R4 600 p/m	R9 000 p/m




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GET IN TOUCH

MELISSA MYNHARDT

 082 213 9328

 melissa@ikanos.co.za

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