

Affordable Business Support and Virtual Assistant

As and When Admin Services offer a wide range of business, admin and office services on a pay as you go basis. We are here to support your business with you only using and paying for the time needed. This saves you money, frees up your time, adds an extra layer of support to your company and relieves the pressure on you or your overburdened staff.

Business Support at the right Price - As and When you Need It

We work for you as *as and when you need us*. We work remotely anywhere and everywhere. We're your virtual PA, secretary, receptionist and ad-hoc support on call. There's no commitment and no hidden charges.

Having Website Problems? We Can Fix them Fast

Let our in-house web team find and fix your website problems. Cheaper than a brand new site and faster too. We fix HTML, Bootstrap, PHP, Wordpress, Joomla and Opencart powered sites. We will keep you online so you avoid losing visitors. [Get More Info](#)

Services Offered:

- Mailing list management
- Word processing
- Audio transcription
- Website management
- secretarial & admin support **As and When you need it**

Technology Stack:

- Bootstrap
- PHP
- Wordpress
- Joomla
- Opencart

We also build holding pages, landing pages and mailing list harvesting pages. We make getting you online headache free!

Popular Services:

- Mailing List Management
- Audio Transcription Service
- Ecommerce & Website Services
- Word Processing and Copywriting

Location

South West, Somerset<https://www.freeadsz.co.uk/x-584591-z>

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+++ YOUR 100% FREE GUIDE TO REMOTE SUPPORT +++

Visit our website and get Business Flexibility in the 21st Century in just 10 seconds. Discover how modern businesses are saving money and increasing productivity by utilizing the latest technology and flexible working practices.

www.aawadmin.co.uk

Just Some of Our Very Affordable Services

Audio Transcription
 Mailing List Management
 Website updating
 Word Processing
 Spreadsheets
 Database Management
 Diary Management
 Website Management

Why Choose Us?

We have over 20 years of personal and business experience and we are experts in supporting you remotely and saving you money. We support you at a reasonable level and save you time and money on the job.

Using As and When means you don't have to:

Find space to accommodate an employee
 Purchase any extra equipment
 Worry about PAYE & NI or benefits package
 Pay for holiday or sick time
 Pay when you are not so busy



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Pay for agency fees
Splash out on expensive software
Commit to regular work or costs

Plus, our charges are tax deductible.
We Do the Small Stuff as Well as the Big

Do you need a letter writing, a CV updating or just a few simple changes making to a document? We are happy to help you no matter what size the job. Let us work for you and make your work our work. Get in touch for a friendly chat and see how easy and affordable it can be to let us help.

As and When Admin. We're here for you, as and when you need us.
Visit www.aawadmin.co.uk and let us help.