

QUOTE & ABOUT | PERSONAL ASSISTANTS

SET UP FEES	
Establishment of Email & Telephone Forwarding	£ 50
Scope & Process Finalisation	£ 75
MONTHLY FEES (ANNUAL BILLING RECEIVES 10% DISCOUNT)	
Reoccurring Monthly Contract for 24/7/365 Personal Assistant	£ 750
Monthly Compliance Fee - to cover KYC and Corporate Governance Procedures	£ 75
INDICATIVE FIRST MONTHS FEES	
	£ 950
INDICATIVE SUBSEQUENT MONTHS FEES	
	£ 825

By the very nature of our business we maintain relationships with a range of support businesses, including a professional Outsourcing Company, with over 280 staff spanning two continents, who are able to deliver 24hr 365 days a year multi-lingual support agents to your business.

CALL MANAGEMENT SERVICES

A multi-lingual 24-hr, 365-day multi-site contact centre with bio-metric entry systems and advance security. The out of office call handling and message taking services are available to all clients. This includes working hours and out-of-hours calls for individuals and businesses, delivering messages directly to the relevant departments to follow up on.

DATA COLLECTION

Experienced in data entry, lead generation, and research. Our partners have been instrumental in helping new companies find new markets through extensive data studies.

PERSONAL SERVICES

We understand that time is an extremely valuable resource for entrepreneurial families and that administrative tasks, while important, can be a drain on that time. Let us assist with the management of day to day domestic expenses and co-ordinate domestic tasks on your behalf, leaving you free to devote your energies to your business and private life.

DOMESTIC SERVICES

Highly responsive staff can assist you and your family with everyday lifestyle requirements, from travel, shopping and bill management to sourcing domestic staff. Our personal service is as unique as your requirements, leaving you free to focus on what is important to you.

NOTES ABOUT THIS QUOTATION

If applicable the fees quoted exclude any ongoing administration and/or management fees. All additional fees are agreed with our clients prior to the Service Provider undertaking of any assignment.



HEAD OFFICE

International House, 6 South Molton Street, London, United Kingdom, W1K 5QF
 Company Number : 15046457

Information Commissioners Office Registration Number : ZB577662

All fees are due on presentation of invoice. No refunds are given after purchase. This quotation excludes any VAT or sales taxes which may be applicable. Aston & Williams Limited reserves the right to amend its fee structure.

DISCLAIMER

Whilst every effort has been made to ensure that the details contained herein are correct and up-to-date, it does not constitute legal or other professional advice. Aston & Williams Limited does not accept any responsibility, legal or otherwise, for any errors or omission.

We strongly recommend that all clients seek independent legal and or tax advice before proceeding with any establishment of any structure. We will be happy to introduce clients to the necessary advisors upon request.

REQUEST A FREE CONSULTATION

Our team has over seven decades experience in providing solutions for a wide range of clients including those with global business interests, high net-worth individuals, yacht and aircraft owners and those living and working abroad.

ALL ENQUIRIES ARE RECEIVED IN THE STRICTEST OF CONFIDENCE.

Email : info@aston-williams.com

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