SINNIECE ADMINISTRATIVE SERVICES

CONTACT INFORMATION

Full Name:	
Company Name:	
Company Address:	
Email Address:	
Telephone #:	
Website:	

PROJECT INFORMATION

Project Name:	
Project Duration:	
Project Start Date:	
Project End Date:	

SINNIECE ADMINISTRATIVE SERVICES

SERVICE(S)

- [ ] After-Hours Virtual Administrative Support
- [ ] After-Hours Document Processing Services
- [ ] After-Hours E-Commerce Support Services
- [ ] Transcription Services
- [ ] Concierge Service
- [ ] Transaction Coordinator Services

CHOOSE YOUR SERVICE(S)

- [ ] Calendar Management
- [ ] Travel Arrangement
- [ ] Email Management
- [ ] Data Entry
- [ ] Data Processing
- [ ] Database Management
- [ ] Document OCR Services
- [ ] Document Redaction
- [ ] Document Formatting
- [ ] Proofreading & Editing
- [ ] Data Conversion
- [ ] Client Support
- [ ] Chat Support
- [ ] Order Processing
- [ ] Inventory Management
- [ ] Transcription Services

SINNIECE ADMINISTRATIVE SERVICES

Question 1. Are there any pain points or challenges you're currently facing in your administrative processes?

Question 2. What is the volume and frequency of administrative tasks you anticipate needing assistance with?

Question 3. Do you have any existing tools or systems that the administrative tasks need to integrate with?

Question 4. How do you handle urgent or emergency tasks that may arise outside regular working hours?

Question 5. What is your preferred method of communication?

Question 6. Are there specific times or days for regular check-ins or updates?

Question 7. What is your preferred turnaround time for administrative tasks?

Question 8. Are there any urgent or time-sensitive tasks that require immediate attention?

Question 9. What is your preferred payment frequency and method?

Question 10. What is the expected timeline for completing tasks or projects?

Question 11. Are there specific skills or software proficiencies you're looking for in a virtual assistant?

Question 12. Do you have preferences for specific tools or platforms?

Question 13. How do you handle data security and confidentiality?

Question 14. Have you worked with a virtual assistant or similar support before?

Question 15. Are there any lessons or preferences based on previous experiences?

Question 16. Are you looking for a long-term or short-term collaboration?

Question 17. What is your budget for virtual assistant services?

Question 18. Are there any specific working styles or preferences you have when it comes to remote collaboration?

Question 19. Are there any specific procedures or expectations for quick response times?

Question 20. Are there any long-term projects or ongoing tasks?

Additional Comments: Please add any additional information you consider important and believe I should be aware of.

Note: Please email completed form to j.sabb@sinnieceadministrativeservices.com