

Halcyon Virtual Assistance Rates

Administration and PA support

£25 per hour

Research support

£25 per hour

Monthly retainer rates for administration and research

Bronze: 10 hours per month £225

Silver: 30 hours per month £637.50

Gold: 60 hours per month £1220

Proofreading and copy-editing

From £20 per hour

Digital transcription

From £1.40 per audio minute

Website creation and maintenance

£30 per hour

To discuss these and any other services please contact Halcyon Virtual Assistance on

0845 6531060 or email nicola@halcyonva.com