

clerical on call

Professional Assistance On Demand

Hello From Clerical On Call!

I am writing to introduce you to Clerical On Call's telemarketing service. We offer a positive, focussed and courteous phone manner paired with high quality and timely reporting. Clerical On Call provides real support for your team with a range of call scenarios. A few examples are:

- ☑ calls to tidy up your database of clients
- ☑ after call follow ups with posting or emailing of your brochures
- ☑ calls relating to after service support - gauging your customer's satisfaction
- ☑ RSVP confirmations for invites to Seminars, Expos and Networking Events

Clerical On Call specialises in supporting small business telemarketing, providing assistance with small to medium call volumes. Some of our previous clients include:

- ❖ Fitness Centre (RFI follow-ups)
- ❖ Mortgage Broker (following up mail out)
- ❖ Real Estate (prospecting for appraisals)
- ❖ Wealth Coaching Franchise (prospecting for article recipients)
- ❖ Wealth Coaching Franchise (RFI follow-ups)
- ❖ Online Job Placement website (gathering name of HR mgr's)

We provide you with a 'Session Report' at the end of each day, giving you access to what contacts where asked, along with a detailed view of their answers, ready for your action. At the end of the week/contract period you are provided with the 'Call Report', which outlines every call made, call durations & call costs.

Our telemarketing cost structure incorporates our hourly rate of \$40.00 (bus. hours) and \$60.00 (after hours) for time utilised) + our very low call costs.

Call Type	Rate per Connect	Rate per Minute
calls to <i>Australian</i> landlines	\$0.15 per connect	nil
calls to <i>Australian</i> mobiles	\$0.15 per connect	\$0.35 per minute

Clerical On Call offers a Virtual Assistant and Clerical support service on demand! Teaming with Claire Dening from Clerical On Call gives you the ability to work with someone who gets to know your business, with the bonus of using the service as little or as much as you need. Located in Brisbane Australia, Clerical On Call provides a clerical service to solo operators and businesses worldwide. To read more about how a Virtual Assistant can help your business visit our website at www.clericaloncall.com.au

Kind Regards,



Claire Dening
CLERICAL ON CALL