

We give you
back time. Do
you want it?

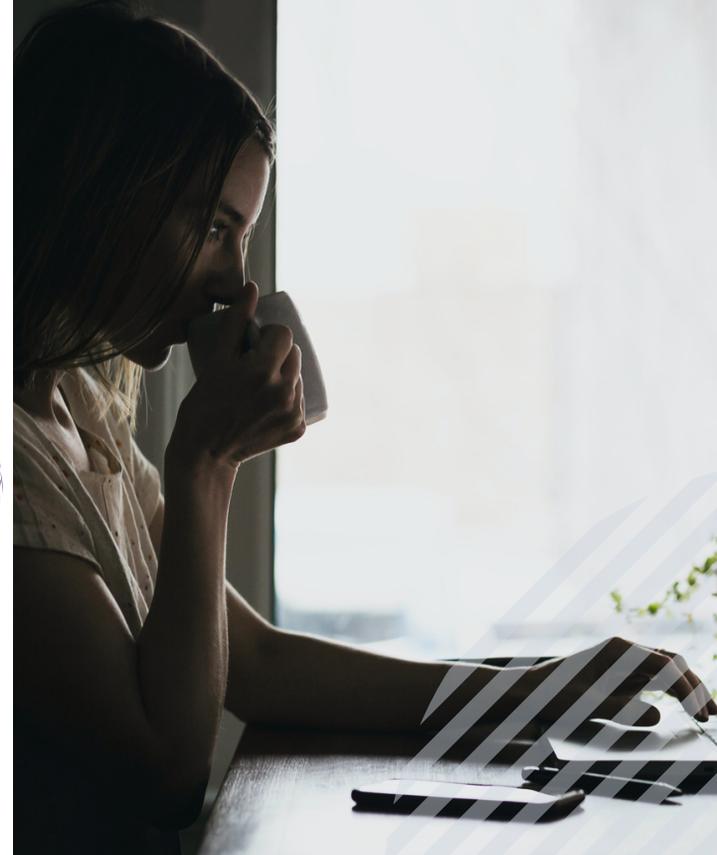


LeBam
Small Business Imagineers

Questions?

PO Box 444
Cannington WA 6987

+61 438 980 991
admin@lebam.com.au
www.lebam.com.au



LeBam
Solutions

Who are we?

LeBam Solutions is an innovative Virtual Assistant solution for any business. We collectively bring many years of business knowledge and expertise that delivers a holistic and efficient service to your business.

We custom tailor our service package to suit your business needs so you don't have to worry about budget or if the job is getting done.



WHO IS A VIRTUAL ASSISTANT?

A virtual assistant (VA) is a self-employed contractor who assists business owners in various ways and skillsets. Their skill sets go above and beyond just administrative services.

They can carry out their work from a place other than the client's office accessing essential planning documents such as shared calendars from anywhere.

What do we do?

Our services include:

- General Administration
- Bookkeeping
- Customer Liaison
- Calendar Management
- Email Management
- CRM Database Management
- Microsoft Suite
- Data Entry
- Tender Writing
- Creative (Social Media) Design
- Résumé

Ring us for a free 20-min consultation to find the right service for you..

Why we do what we do?

We believe in our can-do attitude to offer you the best service in the business. We have the knowledge and the expertise to provide excellent customer service to you and your clients and efficient systems that will give you back more time and money.

Our most important value is to help you succeed in your dream. That is why you got into business in the first place - to provide for you and your family and have time for the people and things you love.

How do you save with a VA on board as your staff?

PAY FOR WHAT YOU NEED

Apart from not having to pay PAYG, Superannuation and any other costs, you only pay for the numbers you need us to get the job done.

STRESS FREE

Imagine going to sleep at night, knowing staff are still working for you. As we have staff in different time zones, your work is being done overnight for you, and without having to pay night shift rates!

How much will does our services cost?

Our hourly rates start from AUD 37/hr (exclusive GST). Call us and find out how you can save more.

What's new at LeBam Solutions?

We are now members of the Australian Bookkeepers Network. We can bring you a more comprehensive bookkeeping service to your business.

