

H09250 – Virtual PA and Outsourced business services business for sale

Business overview

- An outstanding opportunity to acquire a successful outsourced business service company based in London.
- Established in 2004, this is a profitable and cash generating business, which continues to do well despite the current economic climate.
- With a ready made client list, this business presents an ideal opportunity for another outsourced business services business, including businesses that offer virtual PA's (personal assistants), telemarketing, sales and marketing support and bookkeeping, to acquire new clients with little additional overhead.
- The business also presents an opportunity for an individual business support professional to acquire a platform from which to grow their own business.
- The business provides its services to a wide range of industry sectors, and mainly deals with entrepreneurs and owners of SME's.



Products and Services

- Virtual PA
 - Telephone answering
 - Diary Management
 - Audio Typing
 - PA and Admin
 - Data inputting
- Sales and Marketing
 - Newsletters
 - Event Management
 - Telemarketing
- Bookkeeping and Accounts

Employees: 1 director + 8 freelance assistants

Premises: Serviced offices, 30 m². Rent and rates: £6.7k / year

Reason for sale: The vendor wishes to concentrate on a new project.
A full hand-over and training is offered subject to agreed terms.

Financial overview

<i>Year ending 31 August</i>	<i>2006-07</i>	<i>2007-08</i>	<i>2008-09</i>	<i>2009-10 Forecast</i>
Sales revenue	£54,347	£91,521	£80,085	£88,071
Adjusted NET PROFIT	£27,515	£25,826	£9,919	£27,613
<i>Percentage</i>	<i>51%</i>	<i>28%</i>	<i>12%</i>	<i>31%</i>

Asking price: £35,000 for sale via share transfer