

About Me



I'm Claire, the owner of Clairical, a Virtual Assistant business that I established in 2016. I live in Devon with my family and our dog, in a lovely village just outside of Exeter.

I hold a Professional Certificate in Social Media from the Institute of Digital Marketing, a degree in Business Management and I'm Prince2 qualified. Over the past fifteen years, I have gained a wealth of experience from a variety of sectors including Public Services (Environment Agency), Charity (Devon Communities Together) and a number of private organisations.

What is a Virtual Assistant?

I work with a variety of clients from Business Intelligence and Marketing companies to small businesses and start-ups. The variety of clients means that I provide a number of different services that include blog writing, PA duties, research and minute-taking to social media training and designing social media graphics and marketing materials.

I'm self-employed and usually work remotely from home, although if you are based near to me, I'm happy to meet in person on a regular basis.

What Are the Benefits?

- Fully flexible - use my services on an ad-hoc project basis or more regularly
- There is no need to employ a permanent member of staff
- Because I work remotely there is no need to provide office space or equipment
- No need to pay sickness absence, holidays and PAYE
- Leaves you to focus on growing your business instead of being bogged down with admin and routine tasks.

What Type of Work Can I Hand Over to Clairical?

Most types of office work can be undertaken and more details about the services I offer can be found on my website. And, the chances are that if I don't offer the service, then I will know someone that can help.

How Do We Share Files & What About Confidentiality?

I primarily use email to share files but also tools such as G Suite and Dropbox. Passwords are shared via LastPass which is a password management service that stores encrypted passwords in private accounts. It's free and easy to set up and means that I don't get access to your passwords.

I am Data Protection registered and where necessary I will issue a Data Processing Agreement. I always issue a contract when I engage a client to ensure we both know what is expected of each other. I am also happy to sign any NDA if required.

How Do I keep Track of Hours worked?

I use an online time tracking app called Top Tracker. When I invoice you I will also send you a copy of the time tracking report.

Flexible pricing options

I offer a range of pricing options to suit your requirements and budget. I don't have set prices for packages as clients differ in the type and level of the support they need. Quotes can be provided after an initial consultation so that I understand your need and can price accordingly. I do however have a minimum of 4 hours per month. More information can be found on my website.

When Do I Get Invoiced?

Clients will be invoiced either after an individual assignment is completed or on an ongoing monthly basis. Invoices are to be settled within thirty (30) days upon delivery unless otherwise agreed. The final invoice will include billable time, agreed reimbursable expenses, and any other fees related to the work.

So, What's Next?

I offer a free 30-minute consultation so why not get in touch to see how I can help you. This can either be in person or via the phone or Zoom. I'm also on LinkedIn, Twitter, Facebook and Instagram so let's connect.

My website contains more details about the services I offer, client testimonials, examples of my design work including social media graphics and marketing materials and my blog - www.clairical.co.uk

I look forward to speaking with you.