



Content

Secretarial & Commercial & Business	2
Concierge & Lifestyle.....	3
International Travel Assistance services.....	4
Relocation services	4
Accountancy and Bookkeeping services	5
Description of Services	6
Secretarial & Commercial & Business	6
Concierge & Lifestyle.....	7
International Travel Assistance services.....	8
Relocation services	9
Accountancy and Bookkeeping services	10

Secretarial & Commercial & Business

I. Arrangement and organization

a) Company Formation & Liaising (with) and mediate:	Hourly	500,- czk
b) Establish company	One working day (8hrs)	2 500,- czk
		The client cover all expenses

II. Office responsibilities and management

a) Arrange meetings	Hourly	500,- czk
b) Meeting preparation	One working day (8hrs)	2 500,- czk
c) Scheduling		

III. Administrative duties

a) Secretarial duty	Hourly	500,- czk
b) Events and research	One working day (8hrs)	2 500,- czk

IV. Secretarial service

a) Legal paperwork	Hourly	4,- czk page, scan 5,- czk page
b) Business Correspondence		Arrange and make: 500,-czk
c) Typing and editing of documents		50,- czk NP

V. Translation and Interpreting service

a) Translation and Interpreting	Normopage	220,- czk NP, scan 5,- czk page
b) Interpreting		Interpreting: 500,-czk an hour
c) Editing, Transcription		

VI. Documents

a) Printing	Hourly	4,- czk page, scan 5,- czk page
b) Text transcription		Arrange and make: 500,-czk
c) Producing documents		50,- czk NP

Concierge & Consultancy & Lifestyle Services

I. Concierge service

a) Leisure time	Hourly	400,- czk
b) Shopping concierge		400,- czk
c) Special		

II. Lifestyle management

a) Shopping		Negotiable
b) Leisure		

III. Diary management

a) Organise meetings, social, cultural events	Hourly	400,-czk
b) Car & Pick-up service	90 mins.	500,-czk

IV. Cultivation

a) Teaching & Coaching	Hourly	1200,-czk
b) Training programs	90 mins.	2000,-czk

V. Technology and legal consultancy

a) IT Consultancy	Hodina	2000,-czk
b) Legal documents	90 mins.	2500,-czk

VI. Real Estate consultancy

a) Real Estate	Hourly	600,-czk
	90 mins.	800,-czk

International Travel Assistance services

I. International business trips

a) Exclusive Travel Assistant		Negotiable
b) International Travel Assistant		Negotiable

II. Travel planning and coordination

a) Business trip	Hourly	500,-czk
b) Outcoming business trip	90 mins.	800,-czk

III. Visa application

a) VISA	Hourly 90 mins.	500,-czk 800,-czk
---------	--------------------	----------------------

IV. Travel services - panning and booking

a) Tickets	Hourly	500,-czk
b) Travel assistance	90 mins.	800,-czk

www.internationalassistant.eu

Thank you for your business !

Relocation services

I. Relocation service

a) Corporate Relocation Management:	Hourly	800,-czk
b) Global Relocation	90 mins.	1000,-czk

II. Family support service

a) Baby care	Hourly	400,-czk
b) Event hosting, Guide	Hourly	500,-czk

III. Home and belongings

a) Relocation service	Hourly	500,-czk
b) Moving service	Hourly	500,-czk
c) Connect utilities		

IV. Management of household

a) Manager	Hourly	500,-czk
b) Shopping	Hourly	500,-czk

V. Miscellaneous

a) Phone and technical loading	Hourly	500,-czk
b) Meeting & Greeting & Welcoming	Hourly	500,-czk
c) Helping to find, Special		

Accountancy and Bookkeeping Services

I. Accountancy

a) Financial accounting	Hourly	1000,-czk
b) Management accounting	Hourly	1000,-czk
c) Auditing		

II. Other accounting service

a) Year-end financial statement preparation	Hourly	1000,-czk
b) Tax consultations	Hourly	1000,-czk

III. Business plan

a) Compliance, company service	Negotiable	
--------------------------------	------------	--

Description of Services

Secretarial & Commercial & Business Services

I. Business service

- ❖ **Company Formation & Liaising (with) and mediate:** Complete authority assistance, Executives support, Power of Attorney, Accounting, Suppliers and other staff. Warrant of Attorney on behalf of clients, company, employee. Visa and legal Permission assistance, Residence permits, Legal Administrative support, Tax advisory. Trade licence, S.R.O., Company Foundation, Registration at the Commercial Court & Social security & Health insurance office

II. Arrangement and Organization

- ❖ **Arrange meetings:** Meeting rooms, business venue, technical equipment, National and international conference halls, social event arrangement, preparation of workshop agenda and seminars.
- ❖ **Meeting preparation:** Set up conference rooms, meeting rooms, catering arrangements, set up audio-visual equipment, preparing agenda fall in category of administrative duties.
- ❖ **Scheduling:** Diary management, time management, courier & document preparation, booking events, travel arrangements, letter witting & general correspondence, office search and duties, office supplies and equipment, provision IT service & support.

III. Office responsibilities and management

- ❖ **Office work:** Screening telephone calls, handling daily post; memos, enquires & requests, greeting visitors, dealing with incoming email, faxes and entire post; create and manage written communications, creating reports, spreadsheet and database, data entry, word processing, taking dictation and minutes; taking notes at meetings and conferences; maintain a record, supervision, organizing and attending meetings, calendar appointments. Virtual office
- ❖ **Maintaining office system:** Including data management, filing, recruit staff, gather data, summarization of reports, collect input, investigations; Make an interview, press release, regular & ad hoc reporting, being involved in the decision making process, tracking orders, dispersing items upon arrival, handle invoices and orders.
- ❖ **Additional office services:** Organizing company events, teambuilding, gifts, advertising items, catering services, photographer service, plumber and wire-man, cleaning women, waiters staff, hostess, arranging private events.

IV. Administrative duties

- ❖ **Secretarial duty:** Calls, messages, notes, compose official letters, prepare presentations (PowerPoint), manage and review filing system, update website information, type documents, Ordering stationary.
- ❖ **Events and research:** Event planning, attend social events and meetings, arrangement and entire organisation of reservation and events (wedding, anniversary, jubilee, team-building, party, social event), conducting research.

V. Secretarial service

- ❖ **Legal paperwork:** Draft communication, Transcription, proofreading, corrections, edit and maintain files and records, billing rules, gather documentation, Legal documents. Arranging Legal documents
- ❖ **Business Correspondence:** Business letter, Business shipment letter, Introduction letter, Thank You letter, Congratulations Letter, etc.
- ❖ **Typing and editing of documents:** (letters, reports, manuals, eBooks, etc.), copy typing, formatting documents, conversion of PDF files to Microsoft or Microsoft Excel, Mail merge/ mailing labels.

- ❖ **Word processing:** Letters, reports, journals, manuscripts, novels, non-fiction, proof-reading, indexing, copy editing (Light & Substantive), copy writing, mailshots (snail mail) labels, PowerPoint presentations, newsletters, brochures, virtual office management, term papers.

VI. Translation and Interpreting

- ❖ **Translation and Interpreting:** English, German, Russian, French, Italian, Spanish, Portuguese, Greek, Turkish, Albanian, Serbian, Macedonian, Croatian, Montenegrin, Bosnian, Slovak, Ukrainian, Belarussian, Azerbaijani, Kazakh, Dutch, Scandinavian, Baltic languages, Hungarian, Bulgarian, Romanian, Hebrew, Chinese, Vietnamese, Korean, Japanese and Arabic
- ❖ **Certified translation:** English, German, French, Russian, Ukrainian, Albanian, Spanish, etc.
- ❖ **Editing:** Involves the correction, revision or adaptation of a text for publication or presentation.
- ❖ **Proofreading:** Reading a proof copy of a text in order to detect and correct any errors.
- ❖ **Interpreting:** Involves the facilitating of oral or sign-language communication, either simultaneously or consecutively.
- ❖ **Website localization:** Localization of websites requires their adaptation to local culture and language.
- ❖ **Software localization:** Adaptation of computer software to different languages and regional differences.
- ❖ **Subtitling:** Involves the translation of textual versions of the dialog in films and television programs to be displayed at the bottom of the screen.
- ❖ **Transcription:** Involves the conversion into written, type written or printed form, of a spoken-language source.

VII. Documents

- ❖ **Printing:** Printing documents, coloured scanning, fax.
- ❖ **Official documents:** Creating documents, (Employment contract, Rental contract (lease), training contract, Warrant of Attorney,), Spreadsheet, database Personal documents – marriage treaty, compile calendar, sheet, report, number, restocking list, daily project sheet, travel checklist, travel itinerary.
- ❖ **Text transcription:** In languages: Czech, English, German (Schwabach), French, Italian, Spanish, Portuguese, Serbian, Albanian, Russian, Ukrainian, Macedonian, Dutch, Hungarian, Bulgarian, Romanian, Greek, Turkish, Hebrew, Chinese, Vietnamese, Arabic, Korean and Japanese.
- ❖ **Producing documents:** Briefing papers, reports and presentations, carry out background research and presenting findings, investigation, Document registration of administrative papers, cost analysis, real estate records.

Concierge & Consultancy & Lifestyle Services

I. Concierge service

- ❖ **Leisure time:** Personal trainer in fitness, personal coach, Personal stylist, Fashion shows, Fashion designer (styling, visage, make-up, cosmetics), Consultancy & Advice, Doctor's consultancy, Surprise trip and pre-wedding party, Golf tee time reservations, Help with tourist and leisure activities, GPS navigator, Hot Air Balloon Rides, Chartered Aircraft, Yachts & Helicopters, Exotic Automobile Rentals.
- ❖ **Shopping concierge:** Personal shopper, adviser, help, Floral Services, Comedians & Magicians, Corporate Gifts & Delivery, Celebrity bookings, Musicians.
- ❖ **Special:** Marriage Proposal Settings, Romantic dinners, Auction Representation.

II. Lifestyle management service

- ❖ **Shopping:** Personal Shopping Assistant, Appliances for the home, Special gifts or flowers, Source a specific product (We can research products/services, find out prices and availability, and arrange delivery), Delivery of meals, Food / Grocery shopping. Shopping – jewel and gem.
- ❖ **Leisure:** Reservations: Complete holidays, Time building activities, Weekends away, Activity days, Personal itinerary, Airport transfers & taxis, Hire Car & bicycle & limousine & yacht, Reservations tickets: Restaurants & Theatre & Cinema & Concerts & Clubs & Cabarets. Catering service, wedding planning, flower delivery, gift sourcing / purchasing, Jewellery purchase/ selecting.

III. Diary management

- ❖ **Organise meetings, social, cultural events:** Event timing, sport activities (outdoor and indoor) , theatre tickets, Opera and Concert hall tickets, cinema.
- ❖ **Car & Pick-up service:** Parking permit applications, Insurance policy administration, STK control (technical), Mechanic (Car), Personal chauffeur, Pick-up: Airport, train station, rent a car, air, yacht, limousine charters, reserve tickets, flights.

IV. Cultivation

- ❖ **Teaching & Coaching:** Languages, special training programs, etc.
- ❖ **Training programs:** Assistants: Personal, Virtual, Online, Office, Legal, Executive, Research, Teaching, Marketing, Realtor, Celebrity, Bridal, Private.

V. Technology consultancy

- ❖ **IT Consultancy:** IT consulting, Computer consultancy, Computing consultancy, technology consulting business and technology services or IT advisory), Maintenance and installation of software, optimization and mercantile systems, Custom development and tailored programming, Information technology, Complete backup of computer data, computer virus removing, Installing a new computer in the corporate network.
- ❖ **Information technology:** Technical assistance for network PC, Moving data from old computer to new, Technology Solutions (websites, PDAs), Installing the printer group, Remote administration of servers and applications, hosting and server solutions, data Backup.
- ❖ **Audio/Visual system organisation:** Transfer VHS, Overview of companies offering HIFI, Modular accounting system, systems for protection, Visual Communication système, Visual Information Systems.

VI. Legal consultancy

- ❖ **Legal documents:** Legalization of contracts and legal acts, protect the interests of private individuals and entrepreneurs, Social and legal advice, Assistance with negotiations with the authorities and courts, registration of individuals and legal persons, representation in court, drafting contracts.
- ❖ **Accountancy:** Management of simple and double-entry accounting, Accounting and tax records, Payroll Accounting, audited financial statements, preparation of accounting statements, tax advice, Administration documents of debts and commitments, VAT, Paper documents (Financial authority, Healthy & Social insurance, Taxes, Customs.)

- ❖ **Insurance & Consultancy:** Mortgage service, Escrow Service, Title service, Homeowners Insurance, Home protection plan, Property management, Home security system, Commercial Real estate, new homes, Luxury estate marketing, utility hook up, etc.

VII. Financial consultancy

- ❖ **Legal consultancy:** The Legal Consultancy offers bespoke legal products to many different groups of clients. We offer our services to affinity groups, motor insurers, insurance brokers, motor fleets, businesses, trade organisations and the public.
- ❖ **Accountancy:** Accountancy, or accounting, is the production of financial records about an organization. Accountancy generally produces financial statements that show in money terms the economic resources under the control of management; selecting information that is relevant and representing it faithfully. Accountancy overlaps heavily with bookkeeping, auditing and taxation.
- ❖ **Insurance & Consultancy:** Insurance

VIII. Real Estate consultancy

- ❖ **Real estate:** Sale, purchase of real estate, Purchase, sale and rental of apartments, houses and apartment buildings, land and recreational facilities, Mediation of mortgages, Complete legal and tax services.

International Travel Assistance services

I. International business trips

- ❖ **Exclusive Travel Assistant:** We provide a very comprehensive service for international visiting clients. Besides the normal service of flight and hotel reservations we can also make arrangements to make your visit as smooth and comfortable and enjoyable.
- ❖ **International Travel Assistant:** Our JSV team understands the stress, pressure and time constraints on busy visiting international business visitors. Let us assist you to make your trip more enjoyable and less stressful. We can arrange the normal flights, Hotel accommodation, restaurants and airport transfers. But our specials service goes much beyond that. We go that mile further. We can arrange for cultural visits to the local opera and symphony concerts. Or maybe something else – golf – sporting occasions – anything to make your business trip less stressful and more enjoyable.

II. Travel planning and coordination

- ❖ **Business trip:** Reserve flight tickets, transportation from the airport, rent a car, hotel accommodation, apartment rental, restaurant recommendation and reservation, time management, Tickets for social, cultural and sporting event, personal shopping service, personal driver, city guide services, sightseeing.

www.internationalassistant.eu

Thank you for your business !

- ❖ **OUTCOMING business trip:** Assist during business trips, scheduling of flights, booking lodging accommodations, renting a car, reservations at the restaurant, Travel arrangement and organization – Visa and Invitation letter, holidays arrangement, research local and National festivals, guide.

III. Visa application

- ❖ **Visa:** All types (Service for EU and Non-EU Citizen), VISA Applications(eng) Visa applications (rus) Renewal / Extension of a visa, Residence Permit, Recruitment and HR consultancy.

IV. Travel service – planning and booking

- ❖ **Tickets:** Overview of interest – cultural events, exhibitions, the city's history, different types of monuments, sports – golf, aqua park, tennis courts, bike trails, hiking trails, moto-cross, etc.
- ❖ **Travel assistance:** Travel assistance internationally, guide, interpreter service, personal assistant, etc.

V. Virtual personal assistant

- ❖ **Documents:** Digital Transcription, Audio Typing (analogue tapes) (Letters, Minutes of Meetings, Reports, Statements, Police reports typing, Manuscripts, Telephone notes etc.), Copy Typing, Call Answering Service, Diary Management, Proofreading, Document Formatting, Internet Research, Data Entry Service, Invoicing, Social Media and blog management.

V. Online Personal assistant

- ❖ **Printing:** Printing documents, coloured scanning, fax.
- ❖ **Processing:** Word (term papers, correspondence, reports, etc.), Resume writing, Desktop publishing (newsletters, brochures, flyers, business cards, etc.), Database maintenance, Mail services (mailing list maintenance, bulk mail, etc.), Bookkeeping/Ac-counting, Tax preparation, Transcription (legal, medical, etc.), Graphic design, Notary service, Fax service.

Relocation service

I. Relocation service

❖ **Corporate Relocation Management:**

When an employee is moving to a new location, there is a very high element of stress, not only on the employee, but for the business also.

We can help you with accounting, payroll compliance, mortgage options, taxation matters, real estate, utilities and services. In fact, whatever your relocation needs are, we can help and provide you with all of the necessary services.

We tailor fit our package to suit the needs of your corporation and your employee. We will provide a dedicated agent who will be interface between the corporation, the employee and all of the various organisations and businesses that cause stress to the relocated employee.

❖ **Global Relocation:**

Our specialist will instigate contact with your associate to provide an overview of your relocation process. Each of business process will be explained, and a strong relationship will be established between your new associate and our specialist on your behalf.

This communication will continue through the relocation process and guarantees a successful, satisfactory move.

❖ **National Relocation:**

Welcome services

Good-bye services

II. Family support service

- ❖ **Baby care:** Baby-sitter, Nanny and home care recruitment, Maternity & new baby arrival helper, Escorting children to school and other daily activity, Tutorial classes for children (languages and basic level of essential knowledge), children welfare, looking after handicapped, seriously sick people, and the elderly, Pet Care Service (feeding, walks, grooming), Delivery of meals, Food / Grocery shopping.
- ❖ **Event hosting:** Professional hostess publicity, Photography shoot (any social, cultural, familiar occasions), Propaganda & be face of your product, modeling photo shooting.
- ❖ **Guide:** Guide locally and nationally, entertain visiting customers, relatives and accompanying persons, acquaintance.

III. Home and belongings

- ❖ **Relocation service: Property & Apartment & Residence & Villa search,** Property maintenance, Purchase & coordinating with Real estate Agent / Company, Rental management & tenant liaisons.
- ❖ **Moving service:** Search movers (licensed and insured), local and national moving companies, Professional assistance by an experienced Move Specialist.
- ❖ **Connect utilities:** TV, Internet, Phone, Electricity, Natural Gas (hook up, changes, handle billings).
- ❖ **Home service:** Research insurance quotes and repair estimates, Cleaners, gardeners, upholstery plumbers, etc., Organize bill payments, Christmas card mailing lists.

IV. Management of household

- ❖ **Manager:** Housekeeper, maintenance man, plumber, electrician, repairman, painter, building – reconstruction work, cleaning services, security, etc.
- ❖ **Shopping:** Groceries, clothes, domestic items, international and domestic courier service, home and office delivery, collecting dry-cleaning, Laundry service, ironing.
- ❖ **Attending doctor:** Attending (Dentist, General Doctor, Alternative therapists), collecting prescription, go to pharmacy, donate blood, First-aid.

www.internationalassistant.eu

Thank you for your business !

V. Miscellaneous

- ❖ **Phone and technical loading:** : iPhone, Android, IT service, telecommunication and other provisions.
- ❖ **Meeting & Greeting & Welcoming:** Friends, family, Managers, Partners.
- ❖ **Helping to find:** Partner, Relationship, help in interpersonal communication and relations, encouragement of self confidence.
- ❖ **Attending:** Sport & Fitness if are you work-shy, gifts for engaged couple, devise adrenaline and other adventurous, exciting tours, trips.
- ❖ **Written paper:** Dissertations, Theses, Academic essays, Lectures, speeches.
- ❖ **Charity:** Donate blood, etc.
- ❖ **Other services:** (Meal service, reminder service, handling mini-emergencies, etc.).
- ❖ **Unique request**

Accountancy and Bookkeeping Services

I. Accountancy

- ❖ **Financial accounting:** Reporting of an organization's financial information, including the preparation of financial statements, to external users of the information, such as investors, regulators and suppliers.
- ❖ **Management accounting:** Focuses on the measurement, analysis and reporting of information for internal use by management.
- ❖ **Auditing:** Documented activity performed by qualified personnel to determine by investigation, examination, or evaluation of objective evidence, the adequacy and compliance with established procedures, or applicable documents, and the effectiveness of implementation.
- ❖ **Tax consultancy:** A tax advisor or tax consultant is a financial expert specially trained in tax law.

II. Other accounting service

- ❖ **Year-end financial statement preparation:** Formal record of the financial activities of a business, person, or other entity.
- ❖ Corporate Tax return
- ❖ **Tax consultations:** A tax advisor or tax consultant is a financial expert specially trained in tax law.
- ❖ **Payroll accounting:** All financial records of salaries for an employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time.
- ❖ **VAT Consultancy (DPH)**
- ❖ **Administration of accounting documentation**
- ❖ **Representing client with the tax authority and other government agency inquiries**
- ❖ **Arranging books from previous periods**

III. Bookkeeping

- ❖ **Bookkeeping:** Is the recording of financial transactions, and is part of the process of accounting. Transactions include purchases, sales, receipts and payments by an individual or organization.
- ❖ **Method of bookkeeping:** There are some common methods of bookkeeping such as the single-entry bookkeeping system and the double-entry bookkeeping system.

IV. Company secretarial service

- ❖ **We will monitor and remind you of the relevant deadlines and assist you in**
- ❖ Preparing and filing your annual return
- ❖ Filing annual accounts
- ❖ Maintaining statutory records
- ❖ Filing any changes
- ❖ Preparation of meeting minutes
- ❖ Ensuring that the schedule of shareholders and company officers is up to date

V. Compliance service

- ❖ **Our compliance service is there to support all aspects of business administration. We assist by:**
- ❖ Ensuring that accounts are prepared in the correct format
- ❖ Ensuring that company secretarial records are kept up to date
- ❖ All statutory returns are prepared and filed in accordance with legal requirements and filing deadlines.
Our service covers the following areas:
- ❖ Annual accounts
- ❖ Company secretarial services

www.internationalassistant.eu

Thank you for your business !

- ❖ Payroll procedures
- ❖ Tax returns

VI. Business plan

- ❖ **Business plans need to be clear but should explain:**
- ❖ The line of business.
- ❖ The market potential
- ❖ A detailed financial analysis
- ❖ Where your business will fit in this marketplace
- ❖ What the goals and objectives of the business will be
- ❖ What your unique selling points are
- ❖ A comprehensive and viable sales forecast
- ❖ Who are the key people
- ❖ What are the capital and cash requirements