



PRIME AGENCY  
CORPORATION

# Leverage Your Business

Your Trusted Partner for  
**Exceptional BPO Services**

+1 (979) 246-4604  
[www.primeagencyusa.net](http://www.primeagencyusa.net)



## Prime Reliable Solutions For Outsourcing

We are a leading Business Process Outsourcing (BPO) service provider with a rich legacy of 17 years in the industry. With a deep understanding of the challenges businesses face in managing resources, and teams, and navigating the complexities of marketing, web development, and day-to-day operations, we have honed our expertise to provide comprehensive BPO services customized to meet the unique needs of our clients.

# Who We Are?

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## Solutions For Modern Business Challenges

We are committed to offering innovative solutions that meet the evolving needs of businesses in today's dynamic landscape. Our diverse range of services empowers businesses of all sizes to streamline operations, reduce costs, and achieve peak efficiency.

# What do We Offer?

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# Efficient Business Solutions For Modern Challenges

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## Marketing & Advertising



- Social Media Marketing & Advertising
- Lead Generation
- Pay-Per-Click (PPC)
- Search Engine Optimization (SEO)
- Email Marketing
- Content Writing
- E-commerce Marketing

## Creatives & Strategy



- Corporate Brand Identity
- Brand Merchandising
- Company Profile Development
- Print Media Designing
- Website Creatives
- Social Media Graphics

## Virtual Assistant



- Administrative Support
- Data Entry and Management
- Schedule Management
- Email and Calendar Management

## Cold Calling



- Outbound Calling Campaigns
- Lead Generation
- Appointment Setting

## Website Design & Development



- Website Design and Development
- E-commerce Website Development
- UI/UX



# Our Services

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**Note:** We can also provide additional support services to ensure your business operates smoothly



## Making Business Easy For You

Our Virtual Assistant acts as your primary point of contact, efficiently managing tasks. Supported by a professional team from several departments, they provide necessary technical and advanced support. With one simple payment, you can access all of these resources and expertise in-house to keep your business running smoothly.

# Your Virtual Assistant

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## Outsource Your Worries

Whether you need help with day-to-day tasks or more complex projects, our team is here for you. Our skilled Virtual Assistants are ready to take on your workload and make your life easier. They'll work closely with you to streamline your business operations and introduce fresh, innovative ideas to help your business thrive.

# A Real Human Assistance

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Once you sign a contract, your virtual assistant will use this office as your virtual office.

They will be available **9 hours** a day with a 1-hour break for 5 days a week, based on your time zone to complete all tasks efficiently.

# Virtual Meetings

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### 1- Full-time & Part-time Virtual Assistant Services

We provide both full-time and part-time virtual assistant services tailored to your organization's needs.

### 2- Multiple Virtual Assistants Availability

Whether you're looking for one Virtual Assistant to manage all your tasks or several assistants for different projects, we offer flexible options that can be customized to suit your requirements

# Customize Your Plan With Us

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## Hire your Virtual Assistant in a Simple Three-Step Process

### 1- Meeting with our BDM

As a first step towards a successful partnership, we propose a meeting with our Business Development Manager (BDM) to discuss your service requirements and introduce you to our company profile.

### 2- Two days Free Trial

Once you finalize your required services with our BDM, you will be able to avail a 2-days Free Trial.

### 3- Agreement Signing

To finalize everything, simply complete the signup process. We'll then send you an invoice and agreement for your review and signature.

2 Days Free Trial  
**Hire Your  
Virtual Assistant**

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If you decide to discontinue our services, we kindly request a **60-day** notice before termination. This will help us make the necessary arrangements for a smooth transition. We truly value our clients and their businesses and are committed to delivering the best service possible throughout our partnership



**Cancel At  
Any Moment**

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## Professional Services within Your Budget

Our services come with a highly cost-effective fee, offering a significant discount compared to standard assistance fees. We manage liability allowances, health insurance, and paid leaves, ensuring you don't have to worry about them. A small fee from your side grants you access to professional services in different domains.



# Cost-Effective Services

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## Affordability

Budget-friendly Professional Services

- 1- Comprehensive in-house departments
- 2- Skilled & trained staff with relevant expertise
- 3- Availability of Necessary Software & Hardware
- 4- Dedicated premises for operations

## Strategic Approach

Truly making the difference

- 1- Innovative thinking
- 2- Commitment to excellence
- 3- Solution-oriented approach
- 4- Continuous research and development
- 5- Staying updated with industry trends



## Skilled & Equipped Professionals

Our dedicated team is well-trained and equipped with the necessary tools. Your Virtual Assistant is here to understand and fulfill your specific service requirements.

## Request Your Quote

The cost will vary depending on the services chosen. Please specify your needs so we can provide an accurate quote.

# Types of Resource

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**STANDARD  
PLAN**

~~\$25 USD~~  
PER HOUR

**\$15 USD**  
PER HOUR  
(40% Off)

START NOW

We Offer  
**2 Days**  
**Free Trial**

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We use **WELLS FARGO BANK** for transactions. You have the option to make payments via wire transfer. The necessary details will be shared with you via email upon the finalization of the contract.



PAYMENT  
SUCCESSFUL

# Payments Details

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At the core of our business is the commitment to customer satisfaction, and we aim to ensure you are entirely satisfied with your virtual assistant. If you ever find it necessary to replace your virtual assistant, we will work with you to facilitate that transition.



# Customer Satisfaction

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- 1- Highly Skilled Professionals
- 2- Cost-Effective Solutions
- 3- Industry Expertise
- 4- Customized Solutions
- 5- Flexible and Scalable Operations
- 6- Innovation and Cutting-Edge Solutions
- 7- Dedicated Customer Satisfaction Focus
- 8- Transparent Communication

# Why Us?

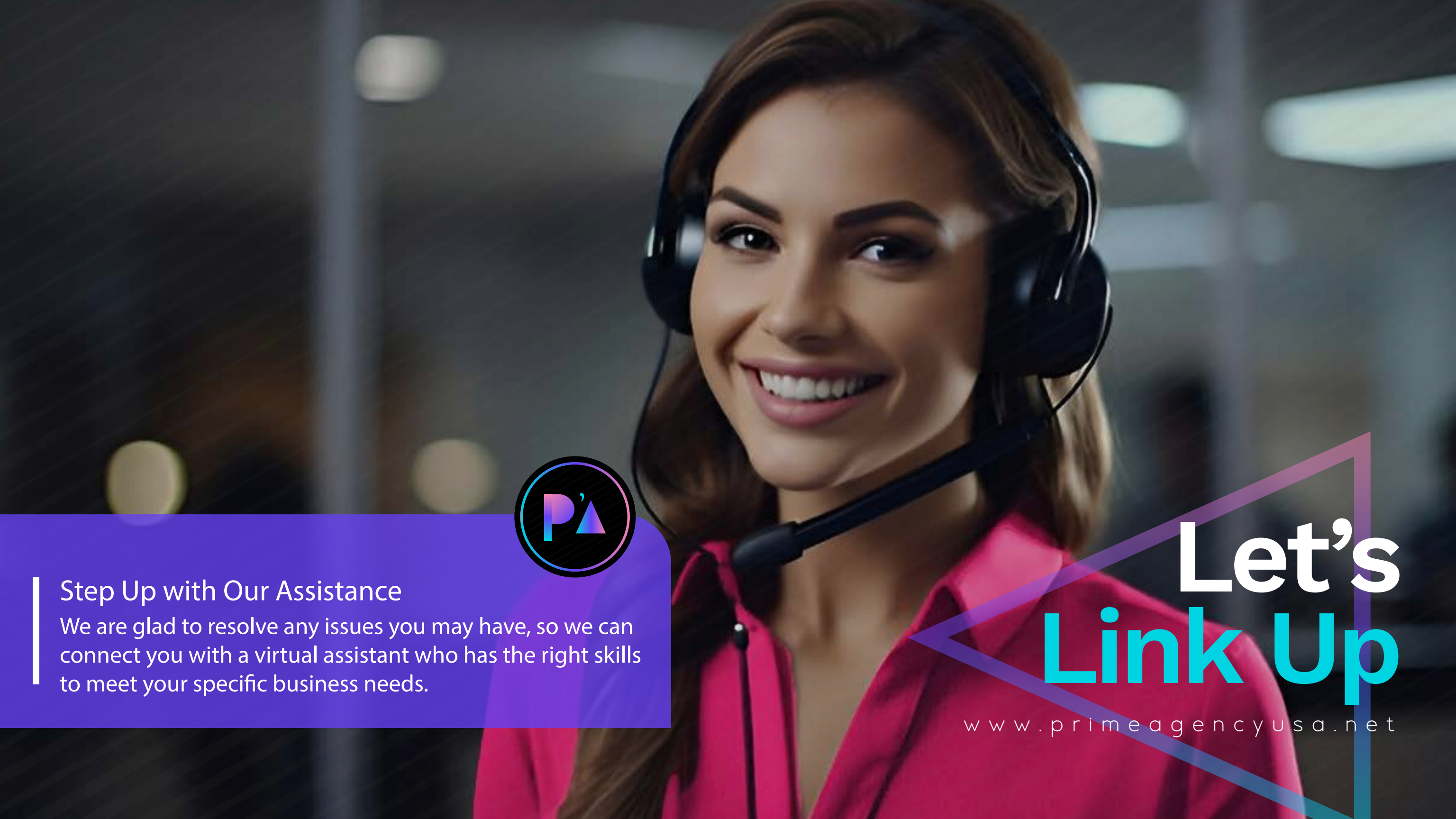
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- 1- We ensure the safety of your login credentials and other security-related matters, and our virtual assistants utilize the company's software for data entry and access.
- 2- Your information remains confined within our system, and we establish a legal contract when working with you.
- 3- To enhance the protection of your information, we will provide a Non-Disclosure Agreement for mutual compliance with the contract's regulations. Furthermore, we stipulate that no financial information should be disclosed directly to your virtual assistant.
- 4- Be confident that we prioritize data encryption and confidentiality and are fully committed to delivering a secure service with no risk of data breach.

# Confidentiality Note

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## Step Up with Our Assistance

We are glad to resolve any issues you may have, so we can connect you with a virtual assistant who has the right skills to meet your specific business needs.

# Let's Link Up

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Multitasking is a trap when it comes to running a business. Concentrate on the things that you do well, and outsource the rest.

# Thank You

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