Please complete the actions below on this test and submit to info@virtuallysorted.com along with your full name and address.

1. Please spellcheck and grammar check this entire document.
2. Ensure all spacing and formatting is consistant throughout.
3. Add a paragraph under 1.1 to say “Find out more about using Virtual Assistants in your business, look on our services for your industry, or simply use our free trials.”
4. Add a numbered section header to “Where are we based?” in the same style as “The Service”

# The Service

## Whether it’s presenting a continously professional image to your clients by using our call answering service or simply having a Virtual Assistant help you during busy periods, you save money because you only pay for the time you use.

Where are we based?

## Our UK based Virtual Assistants and call answering services work throughout the UK including: Glasgow, Edinburgh, Dundee, London, Manchester, Birmngham and Liverpool Have a look at some of the recent projects we’ve worked on by following us on Twitter, and keep in touch by signing up to our business newsletter.

## There offices are located 200 m from the post office and 50 meters from Andys shop on balham Road.

## The sight measured 21.8 m2 (235 ft²) and the additional car park to the side measures 130 m² (1400 sq.ft).