



Working with YVA.

YVA - Your Virtual Assistant is a brand owned by Iron Oak Consulting LTD.

We are a completely remote company registered in the UK which means we do not have an office.

Contact with us is possible only by means of electronic communication.

What does time accounting look like?

Each client has a project and tasks in our ClickUp.

When we work for you on a specific task, we start a timer, and when the work is completed, we stop it and enter into notes the specific activities that were done during that time.

This way we can generate a special report for you and provide it with your invoice.

The report details what was done, when and how long it took.

How are the services billed?

All of our services are billed on a weekly basis.

In case of some services payment is made in advance.

Most of our services are billed by the hour, but copywriting jobs are billed per 100 characters with spaces in weekly increments.

You have 7 days to pay the invoice.

How do the formalities look like?

We present you with a cooperation agreement, the agreement is based on British law and complies with the regulations of the European Union and the European Economic Area.

After signing the cooperation agreement we start working.

Why are prices in Euros and not in GBP

Although our company is registered in the UK, our customers usually use the Euro currency - it is a matter of convenience. Payments can be made in other currencies, contact us to get the details.

VAT, if applicable, should be settled by the client in the country of residence (reverse charge).

Our prices are net B2B prices.

Do you have any more questions?

Contact us on our Linkedin profile!

https://www.linkedin.com/company/your_virtual_assistant/