

PRICING PLANS

(VIRTUAL ASSISTANT)



INTRODUCTION PLAN



- Perfect for establishing a foundation for a lasting partnership. Provides the opportunity to gain an understanding of a new client's, vision, needs, and expectations, and begins the groundwork of an assignment/project.
- One-time bill for the plan. Introduction Plan is intended for consecutive use of hours to build a foundation. Hours do not carry over into future months.

10 HRS @ \$250

ROLLOVER PLAN



- This is a progression plan after completion of the Introduction Plan.
- The rollover plan allows hours to carry over into future months until depletion. This is a services "as-needed" plan. One-time bill or billed across two months.

Two Plan Options:

10 PLUS: 10 HRS @ \$250
20 PLUS: 20 HRS @\$600

RETAIN ME PLAN



- Services provided that will span four to six weeks in duration to perform necessary tasks/duties to complete an assignment or project. Good for specific time-sensitive projects and assignments.
- One-time bill or billed across two months.

FLAT FEE OF
6 WEEKS @ \$3,000 OR,
4 WEEKS @ \$2,000

CUSTOM YOU PLAN



- Price determined by client task, project need, and duration. A package can be designed for rollover hours or a specific timeframe.
- The plan can also be established as a monthly subscription with agreed monthly hours.

CUSTOM HOURS ALLOCATION
OR DURATION AND COST

SERVICES OFFERED

- God-storming (brainstorming) vision, plans, and ideas for tangible and practical implementation
- Virtual meeting attendance
- Data entry, formatting, and document handling
- File setup and maintenance
- Document, email flyer, promotional material creation
- Email and calendar management
- Project management
- Web research
- Other tasks as needed