



Our Office
O N L I N E

Virtual Assistant Packages

10 Hours @ \$60/ Hour - \$600

20 Hours @ \$50/ Hour - \$1,000

40 Hours @ \$40/ Hour - \$1,600

80 Hours @ \$30/ Hour - \$2,400

Operational Leader: Ashley Cairns

*Prices to be reassessed on April 1st, 2023

** 20% discount on this package for [A Change for Better \(ACFB\)](#) Professional Members

What Services are Included?

- A dedicated task delivery manager
- Data entry
- Web research
- Lead generation
- Document and form creation
- Article creation
- Web copy/ social media sales copy
- Email marketing/ monthly newsletters
- Email management
- Scheduling/ Google Calendar maintenance
- Proofing/editing documents and forms
- Bill paying and reconciling
- File organization
- Basic graphic design using Canva Pro
- Basic WordPress Admin – no development
- Social media posting (with your content)
- Social media engagement on 2 social media platforms (Twitter, Facebook, or Instagram)

What We Need From You:

- Access to any accounts needed to do work
- Thorough explanation of the tasks you want completed and the dates you'd like them accomplished by
- Access to you on a regular basis to ask any questions related to the tasks at hand

How the Process Works:

- We will have a meeting in the beginning to go over all tasks and make a plan for getting them completed and who would be the best person to handle the task.
- **You will have access to:**
 - A traditional VA for easier tasks
 - Your dedicated task delivery manager for harder tasks - Ashley
 - A web developer for WordPress Admin work
 - A graphic designer
 - A writer