



## Virtual Assistant Rates

Updated July 1, 2019 - Subject to Change

	<u>Choice</u>	<u>Premium</u>	<u>Elite</u>
Assistant response guaranteed	48 business hours	24 business hours	Same business day
Direct facilitation with Executive Support Team	30 days	45 days	90 days
Assistant replacement	✓	✓	✓
Sick/vacation support		✓ Supplemental support as needed	✓ Additional assistant for full support
Facilitated transition to new assistant		✓	✓
24-hour access to Executive Support Team			✓
Unlimited Writing interviews			✓
48-hour turnaround on Podcast Production			✓
	<b>Starting at:</b>		
Administrative Support	\$1,720 per month	\$2,150 per month	\$2,580 per month
Marketing Support	\$2,365 per month	\$2,580 per month	\$3,101 per month
Administrative + Marketing Blend	\$2,236 per month	\$2,451 per month	\$2,759 per month
One-time Setup Fee	\$299	\$349	\$399

12-month contracts available at a discounted rate



### Administrative support includes:

- ✓ *Calendar management*
- ✓ *Inbox management*
- ✓ *Task management*
- ✓ *Travel booking*
- ✓ *Payroll*
- ✓ *Project management*
- ✓ *Invoicing*
- ✓ *Tracking expenses*
- ✓ *Research*

### Marketing support includes:

- ✓ *Content curation*
- ✓ *Content management*
- ✓ *Webinar management*
- ✓ *Social scheduling*
- ✓ *Editing*
- ✓ *Content creation\**
- ✓ *Email campaigns*
- ✓ *Basic graphics*
- ✓ *Audio/video production\**

*\*NOTE: If you only need Writing or Podcasting services, we can provide additional options*

### Additional Requirements:

- A 3-month contract is required to start
- Cancellation is possible with 30 days notice after the initial 3-month period
- 10 hours per week minimum retainer
- New contracts start on the 1st and 15th of each month with limited available slots

### Not quite ready to commit? We've got some other options to get you going:

#### Interactive Operations Audit

This course will provide you with a step-by-step plan to identify the things you're uniquely qualified to do, and then delegate, automate, or relegate the rest.

#### Organizational Consulting

Schedule a 1-hour session with Jess or Jenn to talk through the logistics of a new business idea, discuss project management tool options, and learn the basics of effectively working with an assistant.

#### Panic Proof: How the Right Virtual Assistant Can Save Your Sanity and Grow Your Business

If you recognize that virtual assistants are the wave of the future, but you're feeling too scared, too cash-strapped, or too busy to hire one to help you, don't panic! This book will help you recruit the right assistant and cultivate a relationship that lasts so you can do more of what you love.