

YOUR **VA** VIRTUAL ASSISTANT

- What we can do for you
- Package details
- Choosing what fits
 - Love your business





● **WHAT WE CAN DO FOR YOU**

AN ENTIRE OFFICE AT YOUR DISPOSAL

If you don't see it here, please ask as we can source the skills for you.

Virtual Marketing

BE IT TRADITIONAL MARKETING, DIGITAL MARKETING OR OPTIMISING YOUR WEBSITE - WE DO IT ALL

- Newsletters
- Media
- Social Media
- Landing Page Development and Campaigns
- Blog
- Websites
- Print Advertising
- Email Campaigns

Virtual Bookkeeping

ALL THOSE BOOKKEEPING HEADACHES ARE BANISHED WHEN YOU HAND THE TASKS OVER TO US

- Taxes
- GST
- Accounts Payable
- Accounts Receivable
- Xero
- Freshbooks
- Data Entry
- Trouble Shooting

Virtual Assistance

ANYTHING AN IN-HOUSE ADMINISTRATIVE ASSISTANT CAN DO, WE DO... AND A WHOLE LOT MORE!

- Presentations
- Events
- Documents, Proposals, Forms, PDFs, eBooks
- Appointment Setting
- Business Development
- Email Management
- Diary Management
- Database Management

Virtual Design

TALK TO YOUR TARGET MARKET IN A WAY THAT'S RELATABLE, PROFESSIONAL AND A LITTLE BIT AMAZING

- Logo design & corporate stationery
- Advertising & promotional material
- Web and social media imagery
- Brochures, posters, flyers & invites
- Booklets, event programmes
- eBook and eBook cover design
- Image search, image manipulation
- Diagrams and flowcharts

● PACKAGE DETAILS

SO, WHAT EXACTLY DO YOU GET WHEN YOU SIGN UP?

Virtual Assistance hours

We support you in all areas of your business.

See each package for details.

Discovery Session

The Discovery Session is the key to a successful partnership! We uncover what your goals and needs are, how we can support your business on a day-to-day basis, and help you to delegate to us. We will also determine which 'thank you' task would be best suited to your business.

Cloud based workspace

Nothing to hide here! Login and check progress on your projects at any time from anywhere on any device. As an added bonus it helps cut down on the emails in your inbox. Our Workspace allows us to share files, assign tasks, collaborate on documents, discuss information, offer feedback, track projects, budget and deadlines.

Unlimited email support

Got a question? Ask away, via email or within our cloud based workspace - we are here to make your day easier.

Monthly Progress report

Every month we'll send through a brief report highlighting what's been achieved and what's in progress. It's a snapshot of what we're working on for you.

Access to our small business toolbox

A great on-going resource for clients; this short series of emails covers time management, online marketing, productivity and business management tools.

Monthly strategy session

Consider this your 'accountability/support' session. Zoom with Justine where we review the previous month and look at wins and areas for improvement; discuss your goals and brainstorm upcoming projects, milestones and initiatives in order to keep your business on an upward growth curve.

OUR COMMITMENT TO YOU

- There is no long term contract - you can stop at any time, if you're not happy!
- We uphold client confidentiality without exception. All contractors sign confidentiality agreements.
- Any unbilled hours will be carried forward to the following month and are valid for up to 12 months after purchase.
- We carry indemnity insurance, so you can rest easy.
- Weekly updates on hours used for the month to date.
- We are always on the look out for opportunities to add value, increase productivity, and minimise overwhelm for you and your

● CHOOSING WHAT FITS OUR PACKAGES

MEETING YOUR NEEDS

If you don't feel like any of our package options fit your needs, talk to us so we can customise a package for you.

COMING SOON

In order to meet the needs of our clients we are also in the process of becoming a licensed Hubspot agency partner. Details to come.

CASUAL

\$75 per hour*

ONE-OFF PROJECTS

Our casual rate is aimed at business owners who need a one-off job done without needing ongoing support. Perfect for online paid campaigns, presentations, email newsletters ... anything you need doing but don't have the time or skillset to take on yourself.

Entrepreneur

\$1799 per month*

30 HOURS OF VIRTUAL ASSISTANCE SUPPORT PER MONTH

- Discovery Session
- Cloud Based Workspace
- Unlimited Email Support
- Monthly Progress Report
- BI-Monthly Strategy Session

+ YOUR CHOICE OF 2 THANK YOU TASKS

Executive

\$3300 per month*

60 HOURS OF VIRTUAL ASSISTANCE SUPPORT PER MONTH

- Discovery Session
- Cloud Based Workspace
- Unlimited Email Support
- Monthly Progress Report
- Fortnightly Strategy Session

+ YOUR CHOICE OF 4 THANK YOU TASKS

OBM

\$3200 per month*

ONLINE BUSINESS MGR 40 HOUR RETAINER PER MONTH

This package is aimed to support business owners who need more than an assistant. Someone to manage your business to enable you to focus on where you add most value and make sure you have the time available you need to focus on other priorities while knowing your business management is in the best hands.

* GST exclusive prices. GST applicable for New Zealand clients only

THANK YOU

To thank you for choosing to work with us, take your pick from the list below. If nothing fits the bill, talk to Justine during your discovery call, and we'll tailor something especially for you! Choose 1 - 3 tasks* that would help you the most. They will be completed in your first month.

+ **Competitor Analysis**

+ **Customer Survey**

+ **Newsletter Template**

+ **Website Audit**

+ **Social Media Banner**

+ **Email Signature**

+ **Social Media Task List**

*Dependent upon the package you choose

● LOVE YOUR BUSINESS

WHY USE A VA IN THE FIRST PLACE?

The main reason our clients use a VA is because they're overwhelmed with the work they currently have on their plate.



If you're at the helm of a growing, busy business and don't have the resources to handle your current workload, Your Virtual Assistant can help.

WE DO EVERYTHING AN OFFICE BASED TEAM DOES.

We're part of your committed day-to-day team, you just don't see us every day!

Whenever you have a question, we're right there to answer it. Whenever you have a project for us, we're onto it, and tracking these are a piece of cake with our project management system.

The biggest fear for most of our new clients is that it's going to be too hard to hand over work to us. Here's some reassurance: You don't need to be uber organised, you don't need to train us on how to do anything, you don't need to worry about how to delegate work. All you do is send us an email with what you want done, by when, and if we have questions, we'll ask you. Simple as that! Honestly.

A Virtual Assistant may feel like a luxury, but for our clients a VA is a necessity. By handing over the work to us, we allow you the breathing room to grow your business, and dare we say it, LOVE your business!?

“ *Justine has developed a unique business and a team that compliments it. If you are looking for a skilled team to help make business easier, then look no further. Your VA has got you covered from basic administrative tasks to social media management, project management and editing. I haven't found any other business that compares, and if you're ready for business and life to be easier then talk to Justine today.*

Leanne Mulcahy LM INTERNATIONAL LTD

“ *Justine and the team are a valuable support to our small business when we struggle to keep all of the balls in the air - they are always there to assist. Her understanding of what we do is amazing and her attention to detail outstanding.*

“ **Anne Warren** TRUE PROPERTY MANAGEMENT

Your VA is an efficient, professional service I can totally rely on when I need help with something. Always responsive, always helpful, knowledgeable and there for me. Justine is a perfectionist so I know projects are always done well. I've recommended Your VA to many business owners and will continue to do so.

“ **Laura Humphreys** LIBER8ME

Justine and her team are the backbone of ours. No task is too big, small or complicated to sort out - Justine has even worked with us into the wee hours sorting out a major website error (our fault!). I couldn't ask for more in an admin team.

Georgie Cousens IDEASEED