

YOUR  VIRTUAL ASSISTANT

Virtual Business Manager  
**PRICING GUIDE**  
2022

# WELCOME!

Thanks for downloading this guide. I'm so happy you're looking into virtual business management to help you achieve your business goals ... and your personal ones.

If you have any questions at all please contact me. Or if you'd like to discuss what support you're looking for to see if we're a good fit, please [click here](#) to book an obligation free chat with me.

*Justine*

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## Our purpose

To provide flexible, scalable virtual business solutions for clients and team.

## Our promise TO YOU

We promise to treat your business as we do our own, with confidentiality and protection of your IP.

**Some transparency.** A virtual business manager isn't an overnight solution. Like any hire, it takes time for us to learn how your business operates, how you operate, what's working and what isn't. As you establish trust and respect, your VBM will work alongside you to achieve your goals in a strategic and structured way.

### Our VBMs promise to:

- + Learn how you do business before making suggestions
- + Listen before we talk
- + Always focus on achieving your outcome
- + Keep you focused on what you need to do to move the needle
- + Customise our service to meet your needs because no two businesses are the same
- + Have healthy and open communication, even if that means we don't say yes
- + Be an invested partner in your business.
- + Put a transparent reporting process in place so you always know what's going on in your business, without being immersed in day to day operations.

*Enjoy these benefits*

## WHEN YOU PARTNER WITH A **VIRTUAL BUSINESS MANAGER**

★ **A VBM will help you  
GROW YOUR BUSINESS by:**

- + Allowing you to focus on what's most important
- + Giving you more time for opportunities
- + Increasing profits
- + Streamlining efficiencies
- + Giving you a competitive edge
- + Handling day to day operations

★ **A VBM will improve your  
CO-ORDINATION in:**

- + Project management
- + Team communication
- + Systems and automation
- + Recruitment and onboarding

★ **A VBM will help your  
PERSONAL GROWTH  
by improving your...**

- + Stress levels
- + Work-life balance
- + Decision-making
- + Focus
- + Vision

# Enjoy these benefits

## WHEN YOU PARTNER WITH A VIRTUAL ASSISTANT

### SCALEABLE AND FLEXIBLE

In uncertain times, having a VA team means you're agile enough to take advantage of opportunities and lean enough to reduce spending if needed. No commitment, no risk. Our packages and level of support can change to suit your lifestyle, budget and business.

### BUSINESS GROWTH

Business development and nurturing growth is paramount to your success. We offer strategy sessions to brainstorm your ideas, goals and development. All included as part of your package!

### SPEED OF HIRE

If you're like most of our new clients, you need help yesterday! Employees can take an average of 42 days to recruit whereas you can onboard a VA immediately. Just imagine how much you could accomplish with 42 additional days of help!

*Source: 2019 HireVue Study*

### COST SAVING

Having employees means the cost of payroll taxes, benefits, annual, sick and maternity leave. With a VA, pay only for what you need, when you need it, and have a skilled person ready to hit the ground running to work for you.

### ACCOUNTABILITY

Enjoy working with accountable business support, taking more of the load (and stress) from your own shoulders. We make mistakes, we're only human, and we own these and go out of our way to put them right, every time. Beware, we'll make sure you're accountable as well!

### PRODUCTIVITY

VAs love what they do! Studies show home-based workers are 13% more productive than their in-house counterparts. Our VAs only turn on the timer when working on your tasks. And, we actively review your processes looking for productivity gains through automation, apps, tools and procedures.



**Clients working with a VBM are eligible for a discounted VA package**

# YOU ARE HERE

## WHICH OF THESE SCENARIOS BEST DESCRIBES YOU?

Our retainers are structured to help you on an ongoing basis whether you are in the growth stage or an established business.

Our project-based service applies to any business, no matter where you are at now.

### Growth stage



You're past the start-up phase, with consistent and growing income.

The business is starting to get away from you, there are not enough hours in the day, you feel unorganised and inconsistent in your marketing, balls are being dropped.

You feel OVERWHELMED.

You're either still trying to do everything yourself or you're not delegating to your team effectively.

Projects are not getting the attention they should be.

You may not have the best systems in place to support your continued growth, and you may not even have Standard Operating Procedures in place (gasp).

#### YOU LIKELY NEED:

- + Standard operating procedures developed or maintained
- + The right systems and technology to support your business growth and goals
- + Automation to make the systems and procedures run smoothly – for you, your team, your customers
- + A small, functional team
- + Consistent online marketing strategy put into action
- + List building
- + Someone to take your plan, look at the big picture with you, and put that plan into action

# Established business



Your business is growing faster than you can keep up with...

OR,

You've plateaued because you're spending too much time **IN** your business rather than working **ON** your business, which is stifling your creativity, your ability to look at the big picture, and your ability to set long term goals.

You feel stuck **IN** your business, working long, hard hours, with too much on your plate. You feel **OVERWHELMED**.

You feel like you're always trying to tame chaos and put out fires when it comes to your team and customers.

You're repeating the same tasks over and over again, whether it's answering questions, sending out information, or dealing with issues that come up.

You know if you could just step away from the busy work that you could continue to grow the business by leaps and bounds!

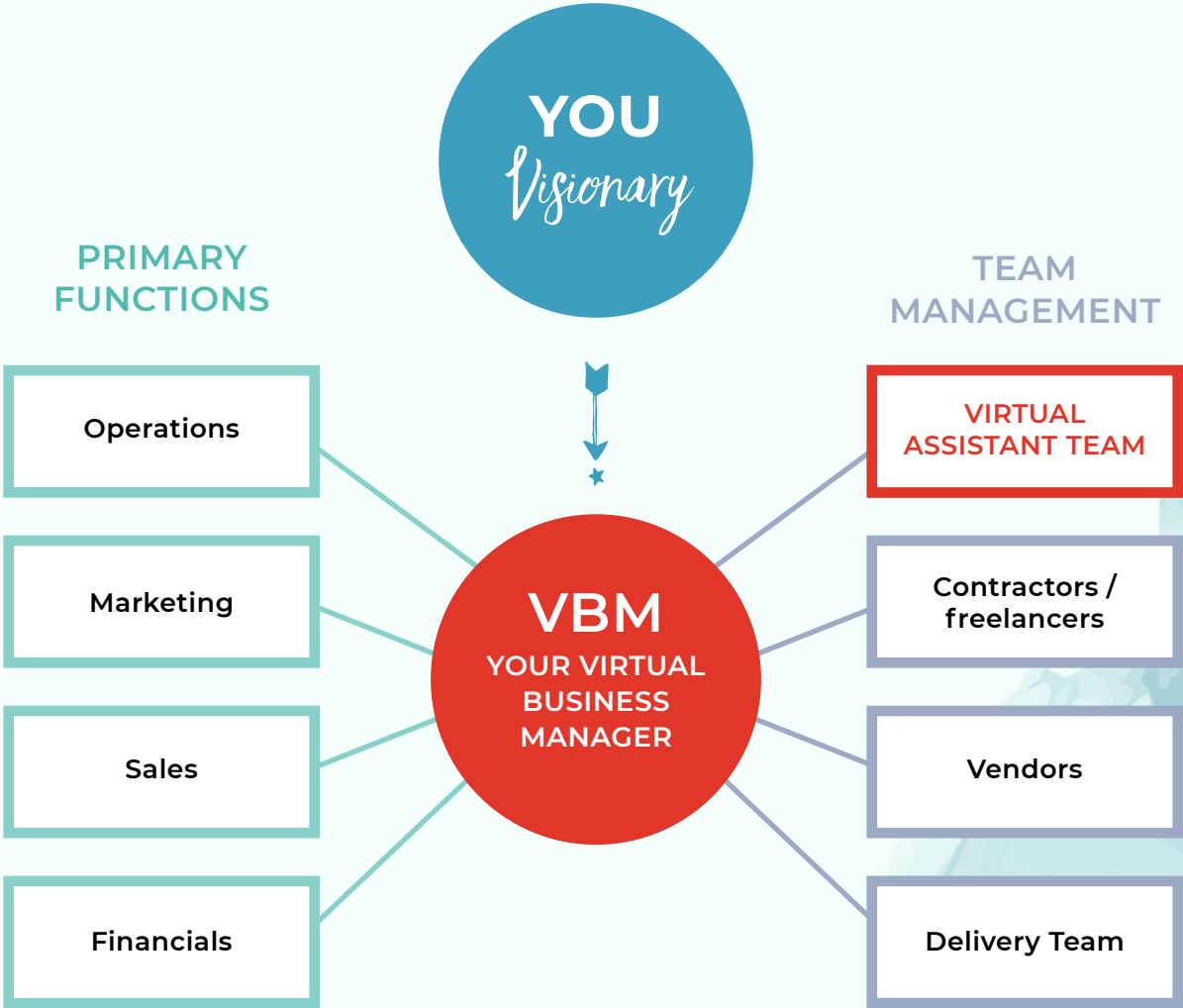
## YOU LIKELY NEED:

- + Standard operating procedures that are kept up-to-date and followed by all
- + Systems and technology to support your business growth and goals
- + Streamlined automation to make the systems and procedures run smoothly – for you, your team, your customers
- + To expand or maintain your team
- + Consistent online marketing strategy put into action
- + Implementation of your big picture strategy and plan
- + Project management
- + A VBM to step in and manage your team, your projects, and day-to-day tasks



A VBM is the solution whether you are in growth stage or an established business.

# YOUR IDEAL ORGANISATIONAL CHART FOR GROWTH





# PRICING

## VIRTUAL BUSINESS MANAGEMENT

★★★★★

### OPTION 1

#### Standard VBM Retainer

A partner to support you making sure the right things get done, by the right people, in the right way, in the right time.

RETAINER  
**\$4,400 + GST**

Commitment required:  
3 months

### OPTION 2

#### VBM Retainer + Incentive Programme

Everything you get in Option 1, plus a VBM with some skin in the game (they get 100% of the incentive).

RETAINER  
**\$4,000 + GST**

per month for the initial 3 months

Performance based incentive agreed during onboarding, starts at month 4.

Commitment required:  
6 months

### OPTION 3

#### Fixed Price Projects

The ideal option for a one-off project such as systems analysis, marketing campaign, or organisation review.

PRICE ON ENQUIRY

### OPTION 4

#### VIP Days

Book a VBM for a 6 hour day for a deep dive project with instant results.

**\$1,980 + GST**

### OPTION 5

#### Fractional Integrator

If you're implementing EOS and not quite ready for a full-time integrator, this is an affordable way to drive traction and execute your vision.

RETAINER  
**\$7,000 + GST**

per month

# OUR SERVICES

## VBM Retainers

This is the right solution for you if you answer yes to any of the following:

- You're overwhelmed and have lost your passion for your business
- You want to scale without any speed wobbles
- You're caught up IN the business, frustrated because you want to work ON it
- You need a vested partner by your side who keeps you focused, accountable and motivated

Your VBM will free you up so you spend more time building relationships, acting on your vision and achieving your goals. They manage your people, operations, systems, projects, metrics and YOU in line with your values and purpose.

## Fractional Integrator

If you've self-implemented the EOS process and lack the resources for a full-time Integrator on staff; or self-implemented the EOS process and now need assistance to keep on track, our fractional integrators can help you.

Their role is to remotely:

- + Run Level 10 meetings
- + Facilitate your planning days (if you don't have an Implementer)
- + Hold your team accountable to their to-dos
- + Help keep quarterly rocks on track
- + Facilitate the IDS process

## VBM VIP Day and Fixed Price Options

If you're on the fence about a VBM or have a specific project in mind, these options remove any risk and fast track results. Projects we've worked on include:

- + Team reviews
- + Systems analysis
- + Marketing campaign
- + Organisation review

# YOUR FIRST 90 DAYS WITH US

Here's what our first 90 days will look like (brief, general overview):

- + A thorough Systems Analysis: audit of systems, technology, processes, team, income streams, funnels, launch strategy, marketing strategy, analytics, and more.
- + Brain dump strategy session to determine key priorities (projects, issues and current fires, and what needs to come off your plate)
- + Assessment of strengths and weaknesses
- + Start establishing structure
- + Begin to document and update processes for SOP
- + Start setting up new systems and/or automation to improve processes
- + Set up marketing calendar
- + Set up and establish metrics
- + Lead the team and be their main point of contact
- + Define roles and definitions for team members, recruiting new team members, if necessary.
- + Ensure invoices are being managed in a timely manner.
- + Determining what else is still on your plate that needs to be on someone else's.
- + Backup systems are in place.
- + Ensure top systems are in place that are needed for success of business.
- + Streamline and improve.

Again, this is a general overview. The approach for your business in the first 90 days would be customised to your specific business needs, what your activities and priorities are, and what you're struggling with most right now.

If neither of these situations describes you, you may not need an ongoing VBM.

Project-based work, a VIP Session, or a virtual assistant may be more appropriate for you at this stage.

We can discuss all of that.

YOUR  VIRTUAL ASSISTANT

**BOOK A DISCOVERY CALL TODAY!**

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