

# management

## **YOUR VBM PRICE GUIDE**

**FOCUS ON INVESTING YOUR ENERGY ON OBJECTIVES**


**THAT RESULT IN SUSTAINABLE GROWTH  
AND INCREASED PROFITABILITY**





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Thank you ... 

Thank you for downloading this guide. I'm so happy you're looking into the support of a VBM to help you achieve your business goals ... and your personal ones. We've included some kind words from clients so you can get an idea of what working with us looks like.

If you have any questions at all please don't hesitate to 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 call with me.

**Justine**

Founder

NZ's Virtual Business Support Agency



## OUR PURPOSE

To provide flexible, scalable, virtual business solutions for our clients.

## OUR PROMISE

We GUARANTEE that as a client of Your Virtual Assistant you will receive PROFESSIONAL and EXPERT virtual business support services, where we treat your business AS OUR OWN. We promise to PROTECT your IP securely and confidentially and to COMMUNICATE with you honestly and consistently. We cannot guarantee outcomes but we do GUARANTEE YOUR SATISFACTION with our service. If at any time Your Virtual Assistant does not perform to your satisfaction, we ask that you inform us PROMPTLY. We will then resolve the issue to YOUR SATISFACTION, even if that means reducing our service fee or providing rework at NO COST to you.

HOW WE'LL HELP

you

## WHEN YOU HAVE A VBM WORKING ALONGSIDE YOU



Your VBM will help you **GROW YOUR BUSINESS** by:

- Giving you time to focus on what's most important
- Space to take advantage of opportunities
- Increasing profits
- Streamlining efficiencies
- Giving you a competitive edge
- Building scalable operations



Your VBM will **IMPROVE YOUR CO-ORDINATION** in:

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



Your VBM will help your **PERSONAL GROWTH** by improving your:

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

WHO WE

serve

## YOU'RE READY TO BENEFIT FROM A VBM IF ...



You've been restricting your business growth by trying to do too many things.



You're frustrated because you have a head full of ideas but you can't find the time to help your clients in the way that you want to help them.



You need clarity on your company finances to elevate your decision making.



You're so snowed under that you can't see the opportunities to grow your business. You just need some headspace to think clearly.



You used to say, "I could not afford to have support in administration and operations." Now you know, you can't afford not to have it.



You've been too busy working in your business to work on your business.



Your systems and procedures are incomplete and out of date. They're old and inefficient.



You need a sounding board with whom you can push different ideas around.

AN INTEGRAL PART OF YOUR

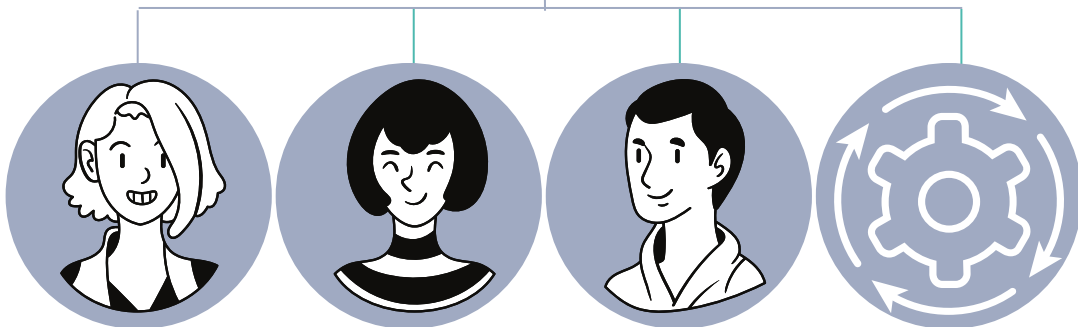
team



**YOU**  
Visionary



Your  
**VBM**



Your  
Team

Your  
Contractors &  
Freelancers

Your  
Vendors

Your  
Operations

# SUPPORT OPTIONS

## VIRTUAL BUSINESS MANAGER

A solution for business owners who need more than a VA. Proactive and strategic partners, a VBM is responsible for making sure the right things are done, at the right time, in the right way, by the right people.

**MONTHLY RETAINER \$4,800**

## FRACTIONAL INTEGRATOR

Enjoy the benefits of an EOS Integrator without the full-time price tag. Our fractional integrators work with you and your team to execute the EOS framework throughout your organisation.

**MONTHLY RETAINER \$7,000**

## TIME MASTERY BUSINESS ACCELERATOR

This 90-day programme delivers a framework where we work together to transition you from being overwhelmed with tasks that aren't the best use of your time to being in a position to see ROI in a VBM.

At the end of this programme you'll be working in your business as a Visionary, leading with big ideas, growing big relationships, and driving your business development.

**MONTHLY RETAINER \$4,000**



# YOUR INVESTMENT

## VIRTUAL BUSINESS MANAGER

### **Standard Monthly Retainer \$4,800 + GST**

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

*Commitment required: 3 months*

## FRACTION INTEGRATOR

### **Standard Monthly Retainer \$7,000 + GST**

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

## VIP DAYS

### **\$1,980 + GST**

Book a VBM for a 6 hour day and deep dive your project with instant results. Examples of deliverables include: Intro to EOS, systems or operational review, marketing campaigns.

## OUR PROVEN PROCESS

# 8 weeks

We use the EOS (Entrepreneurial Operating System) framework to help you get a return on your investment as quickly as possible. These tools provide a solid foundation for your business growth.



### **WEEK 1: VISION TRACTION ORGANISER (VTO)**

Your VTO captures your business plan in a concise, complete picture of where your vision lies. This helps make sure your team are all on the same page, heading in the same direction.



### **WEEK 2: THE ACCOUNTABILITY CHART**

The accountability chart can help clarify the relationship and roles between you, your VBM and your team. The act of working through the accountability chart shifts your mindset from where your business is now, to where it needs to be positioned for the future to achieve your vision.



## **WEEK 3: QUARTERLY ROCKS**

A big part of your VBM'S role is to help your business plan and achieve its quarterly 90 day rocks (goals). These help both you and your VBM focus and be accountable so those rocks get done. Here's a helpful video showing the difference between to-dos, rocks and issues. These create the traction for your business to meet goals locked into your VTO.



## **WEEK 4: YOUR COMPANY SCORECARD**

These measurables help you know whether you are 'on track' to achieving your goals. The company scorecard measures key activities or results that must be achieved on a weekly basis in order to have successful weeks (and thus successful months, quarters, and years).



## **WEEK 5: THE ISSUES SOLVING TRACK (IDS)**

An issue can be a weakness, challenge or opportunity. The Issues Solving Track helps you get to the real cause of the problem, discuss and then solve (which often results in to-do's or cascading messages).





## **WEEK 6: WEEKLY LEVEL 10 MEETING**

This agenda is a game changer. Using Ninety (and we'll set you up with a 30 day trial), your VBM will run through the agenda live, with a timer to keep you on track. L10 meetings get results (we hold our own weekly leadership meeting as L10s - so we can promise you results!).



## **WEEK 7: DELEGATE AND ELEVATE**

One reason why you came to us may be that you're not achieving your weekly to-dos, or not on track with your quarterly rocks. The delegate and elevate tool (and we include a tool called the Assistance Track) helps with clarity around the tasks you are currently doing and shouldn't be, and how to shift those. Part of your VBM's role is to manage this process, documenting it then finding the right person to delegate it to.



## **WEEK 8: THE 3-STEP PROCESS DOCUMENTER**

Having used and implemented the tools above, you should now have a VBM fully onboarded and up to speed with you, your team and your business. The final tool in this framework is the 3-step process documenter. A tool to document your processes and elevate your operations in order to start the next step in your journey to build a sustainable, profitable business.

## OUR CORE

# values

### **HUMBLY CONFIDENT**

We have an ability to appear confident without arrogance, to be self-effacing while still projecting strength and competence. We call this special quality 'humble confidence'. It's the sweet spot that comes from knowing and being able to focus in our own zones of genius.

### **EXCEEDING EXPECTATIONS**

We never settle because we believe there's always an opportunity to do better and improve how our clients run and grow their business.

We go the extra mile to add value because 'it will do' isn't in our vocabulary.

### **POSITIVELY DETERMINED**

Armed with a can-do attitude we look for solutions, not problems. If it can't be done, we'll find a way and we'll do it knowing we're making a difference for who we work with, and who we work for.

### **SOCIALLY AUTHENTIC**

Our whole is greater than the sum of our parts. We're human, not perfect. Our success is driven by our ability to ride through highs and lows with a smile. Team is valued over individuals and we're here for each other as our success is driven by our ability to create relationships.

### **ETHICALLY HONEST**

We work with transparency and integrity. What's right isn't always easy, but we do what's right. Building trust requires confidence, patience, respect and effort so we do what we say we'll do and if we can't do it, we'll say. We recognise strength in asking for help. In asking, we all get over the finish line together.

### **TRAIL BLAZERS**

We have a culture of innovation and continuous improvement, there is no status quo. By constantly seeking personal and professional growth we keep our passion for what we do, we stay relevant and blaze a trail for those who follow us.

**A FULL SERVICE**

**agency**

## **WHEN YOU PARTNER WITH US YOU PARTNER WITH A WRAP AROUND SERVICE**

That means you have full cover, no matter what happens.

Because we document all your procedures, and share those with you, your support isn't dependent on one person.

And if you ever do take the plunge and get someone in-house, we can help you with the handover. Easy!

Agency support also means we're a one-stop-shop. You're busy, and we know you don't want to be dealing with a number of different companies or contractors to get what you need done, done. So we make sure you don't have to.

Our virtual assistants, virtual experts and virtual business managers are seasoned strategists, project managers and... experts! More than being your assistants, it is our mission to partner with you in order to help grow your business while giving you the time you need to add value where your own strengths lie.

**NEXT STEP**



# It's time TO DELEGATE WORKING IN YOUR BUSINESS

 **SELECT A TIME**

**FOR A 15 MIN CALL**

**SO YOU CAN START WORKING ON IT**

## On the call:

- We'll explain a bit more about how we work
- We'll discover how you like to work
- You'll leave knowing the support options that will have the biggest impact for where you are, right now!



## CONTACT INFORMATION

"Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life."

~ Amy Poehler

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