

virtual assistance services

2021 SERVICE DETAILS & PRICING

I know you have experienced the overwhelm and the constant feeling of working your butt off while simultaneously never feeling like you work hard enough. You've got a to-do list a mile long and it seems like it'll never get done. I'm here to help make sure it ALLLLL gets done. Let's go from burned out to booked out!

Pinterest Scheduling **\$250 per Month**

- *Up to 20 Pins Per Day
- *Client must purchase Tailwind Subscription
- *Includes One-Time Pinterest Profile Audit

Instagram Scheduling & Captions **\$285 per month**

- *Includes 5-7 Posts Per Week
- *Image Curation On-Brand Caption Writing, & Hashtags
- *Client must have scheduling platform (Planoly, Later, etc.)

Blog Post Writing - Real Weddings, Vendor Interviews, Etc. **\$55 per post**

Blog Post Writing - Original Content (How-To, Trends, Etc.) **\$95 per post**

- *Includes Copy Writing, & Image Curation
- *Expert SEO Strategy to improve organic reach

On-Brand Newsletters **\$75 per newsletter**

- *Engaging Copy & Calls to Action build Brand Recognition
- *Help with image curation, on-brand stock images available
- *Customized branded elements to create high-end look
- *Content must be outlined & approved by Client

Hourly VA Rate **\$35.00 per hour**

- *Perfect for other tasks such as publication submissions, website updating, creating branded pdfs/magazines/collateral/etc.
- *Hours are tracked through Dubasdo and billed monthly

Packages must be booked in 3-Month Phases

Includes Two 30-Minute Client Calls Per Month to Strategize

Prices may fluctuate depending on the specifics of your project

working together

2021 OFFICE HOURS & POLICIES

I am so excited to have you as a client and welcome you to the fam! Here are a few details about working together and how you can expect the process to move forward.

Office Hours

*Monday through Friday 9:00 am - 4:00 pm EST

*Client Calls are scheduled on Mondays & Fridays

Methods of Communication

*Preferred methods of communication include email, zoom calls, and direct phone calls.

*Please allow up to 24 hours for response

*Text messages should be limited and may not be returned until office hours resume

Turn Around Time

*Scheduled tasks determined by your monthly invoice will be completed and ready for review one week before scheduled publish date.

*Completion of Hourly Rate Tasks may range between 48-hours to 1 week depending on complexity of the request.

*Rush requests will be accommodated as my calendar allows. Additional rush fees may apply depending on the complexity of the request.

Entrusting Your Brand

It is incredibly important to me that you feel confident in my support of your brand's voice and image. Before we begin our first client phase, I will send you my thorough Brand Questionnaire to help me learn your voice and how you communicate your services & vision to the world. This will include everything from color codes and fonts to your brand's personality and tone.

My goal is always for you to feel taken care of and to receive compliments from your audience and peers on the work I complete for you! I want you to be proud of what we do together and excited for each notch we move closer towards your goals!