

# VIRTUAL ASSISTANT

A virtual assistant is someone who supports your business by taking on tasks you don't have time for—so you can focus on what you do best. I'm here to help you succeed, whether that's through email marketing, file organization, content planning, or admin work. And if you're local, you can hire me for in-person services too like physical filing, event help, or behind-the-scenes support!

**ALL SERVICES ARE \$25/HOUR UNLESS OTHERWISE SPECIFIED (1 HOUR MINIMUM)**

**\*Are available to local businesses only**

## **Email Marketing – \$130/mo**

Two newsletters monthly, branded and scheduled.

## **Inbox Management**

Organize, respond, and declutter your email inbox.

## **Calendar Scheduling (no phone calls)**

Manage appointments, events, and reminders.

## **Client Follow-Ups (no phone calls)**

Prompt replies to keep clients engaged.

## **File & Folder Organization (Local available too)**

Digital file cleanup and system setup.

## **Data Entry**

Accurate input for spreadsheets or systems.

## **Document Creation**

Professional PDFs, forms, or worksheets made.

## **Personal Errands\***

Local errands run so you stay focused.

## **Event Setup/Support\***

Help coordinating or managing local events.

## **On-Site Office Organization\***

Sort, file, and organize physical workspace.

## **Meeting/Call Note-Taking**

Attend virtual calls and summarize key points.

## **Research Assistance**

Market, product, or competitor research done.

