

# VA SERVICES MENU + STARTER PRICING GUIDE

*Bonus: How to Know You're Ready for a VA*



Christen Puffett  
Virtual Assistant



Hi, I'm Christen — your future favourite  
Virtual Assistant

If you're juggling way too much and dreaming of more time to focus on the parts of your business you actually enjoy... **you're in the right place.**

This guide is a quick, friendly overview of what I offer, how I can support your business, and what to expect when working with me.

## Services I Offer

### 01 Email & Calendar Management

- ✓ Organising inboxes and folders
- ✓ Responding to routine emails
- ✓ Booking appointments and meetings
- ✓ Sending reminders and confirmations
- ✓ Keeping your calendar organised and up to date

### 02 Social Media Management

- ✓ Planning and scheduling content
- ✓ Applying SEO strategies to boost audience reach
- ✓ Analytics tracking and performance insights
- ✓ Engaging with your audience
- ✓ Keeping your brand voice consistent across platforms

### 03 Content Creation

- ✓ Writing captions, blog posts, or newsletters
- ✓ Repurposing content across platforms
- ✓ Creating simple, on-brand visuals using Canva
- ✓ Developing content calendars and topic ideas
- ✓ Optimising written content for readability and SEO

### 04 Business Support & Administration

- ✓ File organisation and digital decluttering
- ✓ Creating SOPs, templates, or forms
- ✓ Document formatting and presentation prep
- ✓ Light research and information gathering
- ✓ Other behind-the-scenes tasks to keep your business running smoothly

# Starter Pricing Guide



## Monthly Retainer Packages

Perfect for ongoing support – limited spots available.



Essential Support - US\$400

*Suitable for light support such as basic admin and scheduling.  
Designed for approximately 10 hours of monthly support.*



Growth Partner - US\$750

*A great fit for small business owners needing consistent, hands-on assistance.  
Designed for approximately 20 hours of monthly support*



Premium Plan - US\$1050+

*For when you're ready to fully hand off the admin and scale with ease.  
Designed for approximately 30+ hours of monthly support*

*Need something custom?* I'm happy to chat and create a package that fits.

## BONUS

## HOW TO KNOW YOU'RE READY FOR A VA

- ✓ You're spending more time replying to emails than growing your business
- ✓ You're constantly saying, "I'll get to that later" (but never do)
- ✓ You're missing out on opportunities because you're drowning in admin
- ✓ You know you need help – but not sure where to start
- ✓ You value your time (and you're ready to protect it)

## IF THIS IS YOU...

Let's make running your business feel lighter.

**You bring the vision – I'll help keep it moving behind the scenes.**

BOOK A FREE DISCOVERY CALL

OR GET IN TOUCH

