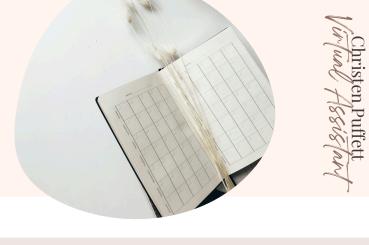
## VA SERVICES MENU + STARTER PRICING GUIDE

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





#### 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 guick, friendly overview of what I offer, how I can support your business, and what to expect when working with me.

# Services I Offer

#### 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

## **//2** 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

### **//**3 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 SE<sub>0</sub>

## /// 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





#### **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

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

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



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



BONUS

