ADMINISTRATIVE SUPPORT PACKAGES AND PRICES

CAN BE CUSTOMIZED TO SUPPORT YOUR UNIQUE BUSINESS NEEDS

Prepared by Your Virtual Assist, LLC
info@helpmevirtually.com | www.helpmevirtually.com

$400

The Basic

10 hours per month of Virtual Assistance

Administrative Management

- Calendar management
- Email management
- Data Entry
- Document Creation
- Lite Social media support

$800

The Essential

20 hours per month of Virtual Assistance

Administrative + Customer Management

- Administrative Management
- Customer Service
- Customer Relation Management - CRM
- Market Research

Above are my standard pricing, however, packages can be customized to support your unique business needs. Unused package hours expire at the end of the month.

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$1,140

The Executive

30 hours per month of Virtual Assistance

Administrative + Business Development

- Administrative Management
- Database management - database updates and data transfers
- Operations Management
- Social Media Management
- Market Research
- Customer Management

$1,520

The CEO

40 hours per month of Virtual Assistance

Project + Operations Management

- Administrative Management.
- Database management - CRM
- Operations Management
- Social Media Management
- Market Research
- Bookkeeping
- Project Management

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