

VIRTUAL ASSISTANT PROPOSAL

CANDACE THOMAS

VIRTUAL BUSINESS MANAGER

A PROPOSAL BY

FANCY FREELANCERS

PROJECT

VIRTUAL ASSISTANCE

WHO WE ARE

Fancy Freelancers is a digital agency that provides several services to small businesses. By hiring our agency, not only will you have a Virtual Assistant at your fingertips, you now have a FULL virtual crew. We have contractors that are well diversified to meet your business needs.

WHAT WE DO

We provide Virtual Assistance, Social Media Marketing & Management plus Web Development services. We are fully committed to providing all of the necessary steps to increase the growth and development of your company.



"YOU THINK, WE WRITE, IT'S DONE" ~ CANDACE THOMAS

CANDACE P THOMAS

VIRTUAL BUSINESS MANAGER

OVERVIEW

Hi Eshonda,

Thank you for the opportunity to work with you. We look forward to this exciting and creative project.

I've determined, what you need at the moment is:

Customer support, Email management and Strategic organization.

Well, you're in the right place because it is our mission to see your business grow!

This proposal sets out a solution for you...

That means:

- Less worry on your mind
- We do the work for you
- More time to be productive
- Increased freedom and time saver



CANDACE P THOMAS

VIRTUAL BUSINESS MANAGER

WHAT I WILL DO

WHAT: Virtual Assistant

WHERE: In your online space :)

WHY: To provide support and increase productivity.

HOW: This is a 6-month minimum contract committing to providing 20 - 80 hours per month.

Virtual Assistance is a professional who provides administrative and creative assistance to you. All work performed will be listed in the Scope of Services. If there are any tasks that you want included, please tell us so that we may properly calculate your package deal.

What can you expect?

- Bi-Weekly Strategy Call
- Advance Planning
- Standard Operating Procedures
- Expectations exceeded



Making your virtual assistant process a priority.

CANDACE P THOMAS

VIRTUAL BUSINESS MANAGER

VA PACKAGES MONTHLY

READY TO AMP IT UP

48 HOURS/\$1897

- Right Hand VA
- Strategy Sessions
- Email Management
- Initiate Phone Calls
- Answer & Respond to emails
- Set Appointments
- Assist with Webinars
- Create Powerful Webinar Decks

**PAY QUARTERLY
& SAVE \$100**



Giving you the freedom that you desire.



PLAN OF ACTION

1 YOU APPROVE THE PROPOSAL

If you are happy with this proposal, please reply to the email and submit payment. Your contract will be sent to you within 24 hours.

2 YOU SEND ALL RELEVANT INFORMATION

We setup our Initial Client Consultation call where we will discuss strategy, tasks, and expectations. use Lastpass for you to provide access to your platforms. Afterwards, we will discuss the tasks and expectations.

3 I PROVIDE YOU WITH THE SERVICES

We setup a Trello board and determine the strategy based on your needs. We will meet weekly for the first month and then taper to bi-weekly sessions once we get acclimated.

THAT'S IT! EASY PEASY!

WHAT IS YOUR INVESTMENT?

This will be an investment for you as I am offering this service to you at an awesome rate. Your package is tailored, just for you, so feel free to add or remove tasks within scope on a daily basis.

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It's time to outsource to Fancy Freelancers.

