

Your Trusted

VIRTUAL ASSISTANT SERVICES PROPOSAL

CONSULTANTS

INTRODUCTION



Thank you for considering our Virtual Assistant services. We provide skilled and reliable VA's to help you focus on your core business while we take care of essential support tasks. Whether you need administrative support or industry-specific expertise, we will match you with the right VA for your needs.

OUR SERVICES



WE OFFER A WIDE RANGE OF VIRTUAL ASSISTANT SUPPORT, INCLUDING:

General & Administrative Support

- ✉ Email & Calendar Management
- 📊 Data Entry & Reporting
- 📁 Document Organization & File Management
- 📅 Project Coordination & Admin Support
- ☎ Customer Support & Client Communication

Creative & Marketing Support

- ✍ Content Writing & Editing
- 📢 Social Media Management
- 🎨 Basic Graphic Design

Specialised VA Roles

- 🏥 Medical Virtual Assistants – patient scheduling, billing, records management, EMR/EHR support
- 💻 Web Developers – website setup, maintenance, and optimisation
- 📐 Draftsmen – technical drawings, plans, and documentation
- 📑 Accounting & Bookkeeping Assistants
- 🔧 Other Skilled VAs tailored to your business needs
- 🏠 Real Estate VAs – Lead generation, CRM management, property listings, appointment scheduling, client follow-up.

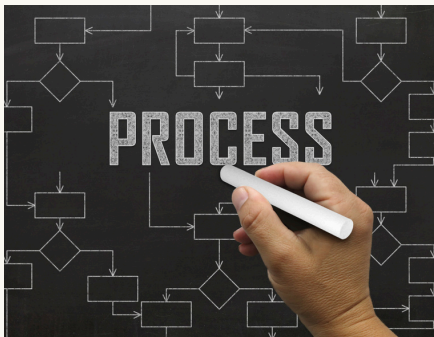
Custom services are available depending on your requirements.

RATES & PROCESSES



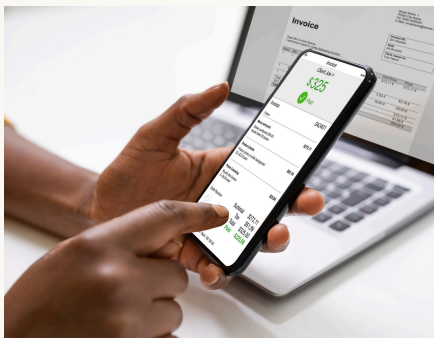
Rate

- Our services start at **\$10 USD** per hour, depending on the VA's skills and the complexity of the tasks.
- A tailored plan and exact hourly rate will be confirmed after we assess your needs and select a suitable VA.



Process

1. **Consultation** – We discuss your requirements and the skills you need.
2. **Matching** – We select and interview VA candidates who best fit your business.
3. **Onboarding** – Once you've chosen your VA, we assist in setting up workflows and expectations.
4. **Ongoing Support** – We provide continuous assistance to ensure smooth operations.



Payment Terms

- We collect a **2-week advance payment** before your VA's start date.
- Ongoing **invoices** are issued every **second Monday (fortnightly)**.
- VA salaries are paid **every fortnight (2 weeks)**.



WHY CHOOSE US

- ✓ Pre-vetted, skilled, and reliable VAs
- ✓ Flexible service options tailored to your business
- ✓ Access to both general and highly specialised professionals
- ✓ Transparent and fair payment structure
- ✓ Ongoing client support

Benefits of Hiring Our Services

When you hire one of our Virtual Assistants, you gain more than just extra hands; you gain a reliable partner to help your business grow.

- ✓ **Save Time** - Focus on high-value tasks while we handle the rest.
- ✓ **Cost-Effective** - Only pay for the hours you need, without the overhead costs of full-time staff.
- ✓ **Scalable Support** - Easily adjust the level of assistance as your business grows.
- ✓ **Expertise on Demand** - Access skilled professionals (Medical VAs, Web Developers, Draftsmen, Admins, and more).
- ✓ **Increased Productivity** - Get tasks done efficiently and on time.
- ✓ **Flexibility** - Wide range of services customised to your needs.
- ✓ **Peace of Mind** - Pre-vetted, reliable VAs backed by our support team.

NEXT STEP



If you're ready to hire a VA or want to discuss your needs further, please contact us at:



+639773757794



louella@virtualassistantconsultants.com



www.virtualassistantconsultants.com



Cebu City, Philippines

We look forward to helping you grow your business with the support of a dedicated Virtual Assistant.

