



Hello! My name is Yani. Running a business can be overwhelming, but you don't have to do it alone. With my virtual assistant services, you'll receive reliable support to help free up your time so you can focus on growing your business.

Basic | 7-Day delivery | **1 Hour** *Project/Support* | Investment = \$100

Choose **any 3 services** from the list below to receive focused support for small but impactful tasks. Ideal for clients who need quick, one-time assistance or light weekly help.

Standard | 7- Day Delivery | **3 Hours** *Part-time Assistant* | Investment = \$250

Select **any 4 services** from the list to get steady, part-time virtual assistance. This package is designed for entrepreneurs and small business owners who want consistent help with recurring tasks each week.

Premium | 7-Day Delivery | **5 Hours** *Executive Assistant* | Investment = \$375

Gain full access to **all services offered** for a total of 5 hours per week. Perfect for busy professionals who need a reliable executive assistant to manage multiple areas of their business.

Services You Can Choose From:

- Inbox & Email Management
- Calendar Management & Scheduling
- Content Research & Blog Assistance
- Invoice Creation & Light Bookkeeping
- Social Media Content Scheduling (Using Canva & Planner Tools)

Services & packages fees are subject to change at any time. Clients are welcomed to upgrade the website packages to align with their vision



Inbox & Email Management

- **Purpose:** Organize your inbox, set up folders, flag priority items, and handle routine replies.
 - **Deliverables:**
 - Folder system + tagging
 - Canned responses for common emails
 - Follow-up schedule setup
 - **Customer Support Assistance**
 - Replying to general inquiries via email, chat, or DM
 - Scripted responses and custom replies
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Calendar Management & Scheduling

- **Purpose:** Keep your meetings, deadlines, and tasks organized with proactive calendar setup.
 - **Deliverables:**
 - Sync meetings and reminders
 - Set up recurring events
 - Optional: Booking system setup (Calendly, Honeybook, etc.)
 - **Email & Calendar Management**
 - Inbox organization, responding to client emails, scheduling meetings
 - Calendar set-up and optimization using Google Calendar or Outlook Calendar
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Content Research & Blog Assistant

- **Purpose:** Research, organize, and brainstorm original blog topics and SEO-friendly ideas.
- **Deliverables:**
 - 1–5 blog ideas with outlines up to 100 words
 - Hashtag and keyword research

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Document & File Organization (Google Drive / Dropbox)

- **Purpose:** Create a streamlined, easy-to-navigate file structure for your business assets.
 - **Deliverables:**
 - Custom folder system using Excel, Google Sheets, etc.
 - File naming system
 - Admin dashboard if needed (via Google Sheets or Notion)
 - **File & Document Organization**
 - Google Drive or Dropbox setup, folder structuring, and document naming
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Invoice Creation & Light Bookkeeping

- **Purpose:** Organize client payments, send invoices, and track monthly earnings.
 - **Deliverables:**
 - Tracking in Notion or choice of platform
 - **Canva Graphic Support**
 - Social media graphics, branded templates
 - Delivered in PNG, JPG, etc.
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Social Media Content Scheduling

- **Purpose:** I'll schedule & prep your content to keep it organized and consistent.
- **Deliverables:** 1 platform to schedule on
 - Upload content to scheduling tool
 - Basic post resizing or content edits, and post description (optional)

Client has to purchase the scheduling platform* | *Recommend Meta as a free resource

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