

# VVA PROPOSAL

**CANDACE THOMAS**

ONLINE BUSINESS COACH

**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

## OVERVIEW

Hi Melissa & Jen,

Thank you for the opportunity to work with you both. I look forward to this exciting and creative journey.

Helping busy Entrepreneurs is our thing, we commit to providing excellent service.

Once you view this proposal and sign the contract, here is what happens next. We will schedule our first onboarding phone call, which will help us to uncover all areas that need attention. We will follow your lead and join your Asana board for us to communicate and xfer files.

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



## 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 contract committing to providing 20 - 40 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 to include, please tell us so that we may properly calculate your package deal.

The price rate reflects launch months and non-launch months. Hours do not roll over from month to month. All hours must be used from the 1st - 30th/31st of the month. Inform us that you would like autopay for \$20.00 off your monthly bill per month!

### What can you expect?

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



# VA MONTHLY PACKAGE

READY TO AMP IT UP

20/40 HOURS \$1497 - 30/40 HOURS \$1997 - 40/40 HOURS \$2997

- Right Hand VA
- Monitoring all email, inquiries within 24 hrs
- Monitoring and responding to SM comments
- Creating SOP's
- Document all procedures & create templates
- Following up to ensure customer satisfaction
- Implement & Improve existing practices
- Assist OBM as needed
- Provide billing support
- Schedule email broadcasts, newsletters, reminders for upcoming calls
- Prepare Affiliate Reports
- Regularly review websites and provide updates
- Scheduling meetings
- Filing, Organizing, Editing, and Formatting documents
- Update Landing pages & Sales Pages
- Create Social Media posts
- Create an automated admin correspondence
- Monitor program purchase
- Answer admin & resolve actions
- Upload Live call videos
- Tech Assistance
- Native Integrations
- Other duties as assigned

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.

# 4

It's time to outsource to Fancy Freelancers.

