

VVA PROPOSAL

CANDACE THOMAS

ONLINE 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

OVERVIEW

Hi Lauren,

Thank you for the opportunity to present our proposal to you, I absolutely love what I do and we have built a business around it.

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(s)
WHY: To provide support and increase productivity.
HOW: This is a 3-month contract

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.

What can you expect?

- Weekly Touch Basis Call
- Advance Planning
- Standard Operating Procedures
- Expectations exceeded



VIRTUAL ASSISTANT PACKAGES MONTHLY

IT'S TIME TO SHINE

80 HOURS/\$2997

- Right Hand VA
- Email Management
- Organization/Prioritizing
- Online shopping/client gifts/employee gifts
- Travel mgmt, Setting travel accommodations
- Maintain current transaction pipeline

**PAY QUARTERLY
& SAVE \$100**

**FLEX PAYMENTS
AVAILABLE**



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 expectations.

3 I PROVIDE YOU WITH THE SERVICES

We setup a Trello board and list what needs to be done, when we start on the task and once it's been completed. You will always be in the loop!



THAT'S IT! EASY PEASY!

It's time to outsource to Fancy Freelancers.

