

VVA 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 Management, Web Development, Transactional Coordination, and Co-hosting.

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 Tomia,

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 invite you to our Trello board for us to communicate and xfer files unless you have your own task management system.

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 WE WILL DO

- WHAT:** Virtual Assistant
WHERE: In your online space(s)
WHY: To provide support and increase productivity.
HOW: This is a month to 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



FANCY FREELANCERS

VIRTUAL ASSISTANT PACKAGES

LET'S GET STARTED
MONTHLY

20 HOURS/\$997

- Right Hand VA
- Email Management
- Research
- Spreadsheets
- Excel documents
- Document Editing
- Planning



Giving you the freedom that you desire.



OTHER SERVICES WE OFFER

- 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 online 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 problems
- 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 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!

5

It's time to outsource to Fancy Freelancers.