VIRTUAL ASSISTANCE

FANCY ASSISTANT
VIRTUAL ASSISTANT

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, Web Development services, and Transaction Coordination. We are fully committed to providing all of the necessary steps to increase the growth and development of your company.

OVERVIEW

Julie,

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

Giving you the freedom that you desire.

VIRTUAL ASSISTANCE
20 HOURS PER MONTH
$597.00*

- Right Hand VA
- Compiling documents
- Copy & pasting
- Answering email inquiries
- Basic PowerPoint

SAVING YOU TIME TO MAKE MORE MONEY!

FLEX PAYMENTS AVAILABLE

*TIERS ARE BASED ON VOLUME

Giving you the freedom that you desire.

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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 require the compliance list and a list of all the required disclosures. We have a short questionnaire to learn more about your preferences.

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!

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It's time to outsource to Fancy Freelancers.