



TEMPORARY STAFFING

Virtual Business Assistance



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LEVEL ONE

PACKAGE INCLUDES

- ▶ **10** hours per month
- ▶ Basic services
- ▶ 24-hour response (Monday - Friday)
- ▶ Direct communication via *phone & email*

LEVEL TWO

PACKAGE INCLUDES

- ▶ **15** hours per month
- ▶ All Executive Services
- ▶ Personalized monthly strategy call to review goals, set priorities, and align tasks
- ▶ 6-hour response (Monday - Friday)
- ▶ Direct communication via *phone & email*

LEVEL THREE

PACKAGE INCLUDES

- ▶ **20** hours per month
- ▶ All Executive Services
- ▶ Personalized monthly strategy call to review goals, set priorities, and align tasks
- ▶ 4-hour response (Monday - Friday)
- ▶ Direct communication via *phone & email*
- ▶ Weekly catch-up call to review progress, address concerns, and fine tune strategies

*Hours expire at the end of each month