



VIRTUAL BUSINESS ASSISTANCE

Explore our sample packages designed to accommodate a variety of needs and preferences. If you require a more tailored solution, we also offer custom packages crafted specifically to your unique requirements, subject to availability. Contact us with your needs.



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LEVEL ONE

PACKAGE INCLUDES

- ▶ **10** hours per month
- ▶ Basic support services
- ▶ Response time within 24-hours 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
- ▶ Response time within 6-hours (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
- ▶ Response time within 4-hours (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