



THE VIRTUAL CONCIERGE

VIRTUAL ASSISTANT

EVERYTHING
YOU NEED TO
KNOW GET
STARTED!



SERVICES AND PRICING GUIDE

Virtual Assistant

V A L E T

\$360

You might be looking to:

Outsource multiple administrative tasks and you want to see a growth in your business.

What's included:

10 hours of dedicated services towards the tasks listed below but not limited to: email management, invoice management, booking/scheduling, webinar assistance, etc.

F I R S T C L A S S

\$450

You might be looking for:

The ultimate assistance. You know exactly what needs to be delegated to free up your time. You have a vision and you want growth.

What's included:

15 hours of dedicated services towards the tasks listed below but not limited to: email management, invoice management, booking/scheduling, webinar assistance, etc.

Social Media

GATEKEEPER

You might be looking for:

Structure and consistency on your social media platform. You have an audience that you want to connect with but are in need of a social media presence and the time to do so.

\$360

What's included:

Content planning and scheduling, 2 Customized hashtag sets, Content caption writing, 2-3 post on feed, Stories TBD, 30-min a day engagement 2-3 days per week, Custom content/graphics TBD

CONCIERGE

You might be looking for:

Someone to help with keeping the boat afloat. You need to maintain structure and develop consistency with your brand on social media. You have a vision but can't find the time to keep it going.

\$420

What's included:

Content planning and scheduling, 3 Customized hashtag sets, Content caption writing, 5 post on feed, Stories TBD, 30-min a day engagement 4-5 days per week, Custom content/graphics TBD

ELITE CONCIERGE

You might be looking for:

Someone who's in it to win it. Due to business taking off, you now have no time for social media. You know it's time to expand both your team and your presence on the social media. Consistency is key, structure and strategy are needed as you head to the top.

What's included:

Content planning and scheduling, 5 Customized hashtag sets Content caption writing, 7 post on feed, Stories TBD, 30-min a day engagement 4-5 days per week, Custom content/graphics TBD, Social media ads management

\$520

A La Carte

CUSTOM WEBSITE DESIGN OR REVAMP

\$400

Having a website is essential to creating a polished brand that attracts new clients and promotes your products/services.

At The Virtual Concierge, we design responsive websites that represent your brand and are suited to meet the needs of your target audience.

Regular
\$130
Animated
\$150

CUSTOM CONTENT BUNDLES

For entrepreneurs who are in need for custom content/graphics for their business. Graphics can be used to announce promotions, giveaways, new services, content fillers, etc. Includes: 12 Custom Graphics

SOCIAL MEDIA 30-DAY STRATEGY

\$160

For entrepreneurs who HAVE time to manage their social media account but don't know where to start. This 30-day social media strategy for you!

A 30 day outline for you to utilize as a resource to help elevate your content and creativity. Take this strategy and make it your own. Includes: 30-Day Strategy, 1 Hashtag Set, and my top social media tips!

