

# VIRTUAL ASSISTANT SUPPORT PACKAGES

Helping you reclaim your time, create more flow, and focus on what lights you up!

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## Weekly Support Options

### Essentials Support

**3-5 hours per week | \$180-\$300 per week**

Foundational weekly support to keep your business organised, flowing, and visible.

### Growth Support

**7-10 hours per week | \$420-\$600 per week**

Deeper, more hands-on weekly support across operations, visibility, and client connection to help you grow sustainably.

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## Support Services Menu

Support can be tailored to your priorities and may include:

- Calendar and inbox management
  - Travel planning and bookings
  - Social media scheduling (Meta Business Suite)
  - Social media engagement and audience connection
  - Blog posting + basic SEO formatting
  - Client communication support
  - Light digital product uploads/setup
  - Launch and event planning support
  - Admin and systems organisation
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## One-Off Project Support

**\$70/hour | 2-hour minimum**

Perfect for short-term content batching, launches, or one-off admin projects without ongoing commitment.

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