



Working with Savvy Schmitt VA

Office Hours:

As a part-time virtual assistant, my working hours are Monday and Tuesday 9:00 am – 5:00 pm, and Wednesday – Friday 8:00 – 10:00 am. I also have meeting times available through my [online scheduling system](#).

Scheduling Time with Me:

You can easily do this on my online scheduling system if you'd like to schedule a call or a working session. The link can always be found in my email signature. In addition to my office hours, I have hours available for those who cannot meet. You'll be able to see all my available meeting times on my scheduling system. When scheduling time with me, if you're not sure how much time we might need, lean toward the side of scheduling a longer meeting. You'll only be charged for the time we use.

Communication:

The best way to reach me is via email at amyschmitt@savvyschmittva.com. Email communication allows me to track your requests, ensure nothing is lost, and be more efficient. You may not hear from me right away after sending an email, but I am monitoring it throughout the day to stay on top of your requests. Usually, you'll hear from me before I wrap up my office hours, and certainly within 24 business hours. If you'd like to speak with me on the phone, please feel free to call me at any time during my working hours. If I can't pick up the phone then, please leave a message and I'll return your call as soon as possible. My business phone number is 304-839-8233.

In-Person Work:

On occasion, I offer the option of in-person work for my local clients. There is a two-hour minimum for in-person work; travel time is billed and counts toward the two-hour minimum.

Pricing and Debit Card Information:

You may pre-purchase 1, 5, or 10 hours of work in the form of the [Savvy Schmitt VA Virtual Debit Card](#). Each card expires 1 year after purchase. There are no refunds or cancellations after purchase. Time is billed in 5-minute increments. Every Monday morning, I'll send you a Weekly Debit Card Balance Report detailing your remaining time and expiration date. Once your debit card is depleted, work is paused until it is refilled. I'll let you know if this happens during the week between reports. This way, you'll always know where you stand!