



	Service	VA Hours	Notes
1	LLC Setup	4 Hours	Articles, EIN, D&B
2	Startup Business Plan	5 Hours	Doc & Presentation (No Financials)
3	Advanced Business Plan	9 Hours	Doc & Presentation
4	Business Stationary	2 Hours	1 doc- Contract, letterhead, etc.
5	Logo/T-Shirt Design	3 Hours	3 draft designs & 2 edits
6	Digital Flyer	2 Hours	1 Flyer- 2 drafts, 2 edits, order
7	Business Cards	3 Hours	2 drafts & 2 edits, print order
8	Social Media Templates	1 Hour	4 templates (1 edit/ template)
9	Website Revamp	4 Hours	Layout, stock photos, edits, etc.
10	Starter Website	6 Hours	5 pages, 25 products/services
11	Pro Website	9 Hours	8 pages, 100 products/services
12	Email Marketing	1 Hour	2 email sequence
13	Email Management	1 Hour	4 responses/2 new
14	Blog Post	1 Hour	1 Blog post (300 words)
15	Copywriting	1 Hour	1 webpage/1 page
16	Project Management/Event Planning	1 Hour	per task
17	Research Project	1 Hour	2 pages of notes
18	Slideshow Presentation	1 Hour	4 slides
19	Data Entry	1 Hour	20-30 single items
20	Data Reporting	1 Hour	1 report- max 2 pages
21	Bookkeeping	1 Hour	10 journal entries
22	Website: Layout/Copy	1 Hour	1 webpage
23	Website: Products/Services	1 Hour	4 products/services
24	Onboarding/Background Checks	1 Hour	2 phone calls + 4 docs
25	Recruiting	1 Hour	1 interview/job posting
26	Training	3 Hours	1 HR Session + Presentation
27	Social Media Management	1 Hour	3 scheduled posts w/ captions
28	Grant Applications	1 Hour	1 application
29	System Setup	2 Hours	per new system
30	System Organization	1 Hour	per task (~20 actions)
31	Transcription	1 Hour	per 45 minutes of audio
32	Forms/Documents (Physical or Digital)	1 Hour	2 Pages Created/Complete
33	Leads	1 Hour	1 list- 20 leads per list
34	Cold Calling/Receptionist/Appt Setting	1 Hour	10 calls per hour
35	Ad Design	2 Hours	2 drafts (1 edit per design) + copy
36	Ad Management	2 Hours	Ad setup & Daily report for 7 days
37	Invoice Creation/Payment	1 Hour	1 invoice created/sent/paid
38	Infographic	1 Hour	1 infographic w. research
39	Video Editing	2 Hours	1 Video (~ 45 minutes)
40	E-book Creation	3 Hours	1 Branded E-book (10-15 pages)
41	Virtual Meeting Assistant	1 Hour	Notes/Assist via phone/Zoom
42	Press Release	2 Hours	Visual, including copywriting
43	Strategy Session	3 Hours	Assessment, Q&A, and Action Plan
44	In-Person Event Assistance/Content	Hourly as Needed	Pop-Up Shops, Office, etc.