

Welcome to K.H Solutions, LLC

Client Onboarding Packet

Virtual Assistant • Logistical • Realtor • Government Contract Support

Please complete the intake form and agreement to begin services.

Payment instructions are included inside this packet.



Virtual Assistant Client Intake Form

Please complete both pages and submit using the button on page 2.

Client Information

Full Name:

Business Name:

Email Address:

Phone Number:

Website:

City & State:

Business Details

Business Type:

Small Business

Entrepreneur / Startup

Realtor

Government Contractor

Other

Industry / Niche:



Virtual Assistant Client Intake Form (Page 2)

Services Needed (check all that apply)

Administrative Support

Logistical Support

Realtor Support

Government Contract Management Support

SAM.gov Registration / Renewal

Workload & Timeline

Estimated Hours / Support Level:

Preferred Start Date:

Describe the tasks you need assistance with:

Task Details

Communication Preferences

Email

Phone

Client Portal

Zoom

Acknowledgment

I understand services begin after a signed agreement and payment is completed.

Name:

Date:

SUBMIT BY EMAIL



KH Solutions

SERVICE AGREEMENT

VIRTUAL ASSISTANT & BUSINESS SUPPORT SERVICES AGREEMENT

This Agreement is entered into on between K.H Solutions, LLC, a Georgia Limited Liability Company, and (Client).

1. Services Provided

Select services (check all that apply):

Administrative Support

Logistical Support

Realtor Support

Government Contract Management Support

SAM.gov Registration Support

Client Initials:



2. Fees & Pricing

Administrative Support – \$45 / hour

Logistical Support – \$50 / hour

Realtor Support – \$55 / hour

Government Contract Management Support – \$70 / hour

SAM.gov Entity Registration – \$350 (Flat Fee)

SAM.gov Updates & Annual Renewal – \$150 (Flat Fee)

Monthly Package Selection:

Starter Package – Up to 20 hours – \$900

Growth Package – Up to 40 hours – \$1,800

Professional / Realtor Package – Up to 60 hours – \$3,000

Minimum of five (5) hours applies to hourly services. Monthly packages are billed in advance.

Unused hours do not roll over unless agreed in writing.

Client Initials:



3. Payment Terms

All fees are due according to invoice terms and are non-refundable once services begin.

4. Confidentiality

All client information shall remain confidential.

5. Independent Contractor

Service Provider is an independent contractor.

6. Termination

Either party may terminate this Agreement with thirty (30) days written notice.

Upon termination, Client is responsible for payment of all services rendered up to the termination date.

7. Governing Law

This Agreement shall be governed by the laws of the State of Georgia.

Client Initials:



SIGNATURES

SIGNATURES

Service Provider: K.H Solutions, LLC

Client

Authorized Signature: _____

Date: _____

Date:



KH Solutions

K.H Solutions, LLC – Pricing List

Professional Virtual Assistant, Logistical, Realtor, and Government Contract Support Services

Hourly Services

Service	Rate
Administrative Support	\$45 / hour
Logistical Support	\$50 / hour
Realtor Support	\$55 / hour
Government Contract Management Support	\$70 / hour

Minimum of 5 hours required for hourly services.

Monthly Retainer Packages

Package	Hours	Monthly Rate
Starter Package	Up to 20 hours	\$900
Growth Package	Up to 40 hours	\$1,800
Professional / Realtor Package	Up to 60 hours	\$3,000

SAM.gov Registration Services

Service	Flat Fee
SAM.gov Entity Registration	\$350
SAM.gov Updates & Annual Renewal	\$150

Note: SAM.gov registration is always free when completed independently. K.H Solutions, LLC provides administrative support only and does not guarantee approval. All services subject to a signed service agreement.



INVOICE

K.H Solutions, LLC

Virtual Assistant & Business Support Services

Phone: (706) 877-5856

Email: info@khsolutions-info.com

Web: <https://www.khsolutions-info.com>

Invoice #:

Invoice Date:

Bill To:

Due Date:

Description

Qty/Hrs

Rate

Amount

Subtotal:

Tax:

Total Due:

Payment Instructions

Payments must be made through our website:

<https://khsolutions-info.com/purchase>

Payment is due upon receipt unless otherwise stated.

Thank you for your business!