

The Elevated Professional, LLC Rates and Retainers, Service List

Virtual Assistance Starter Plan

This plan gives you 10 hours of monthly administrative services at a 5% discount. That's 1 hour free!
\$450/month 5% savings!

Virtual Assistance Gold Plan

This plan gives you 15 hours of monthly administrative services for the cost of 13. That's 2 hours free!
\$650/month 10% savings!

Virtual Assistance Executive Plan

This plan gives you 25 hours of monthly administrative services for the cost of 21. You get 4 hours free!
\$1,050/month 15% savings!

Virtual Assistance Corporate Plan

This plan gives you 35 hours of monthly administrative services for the cost of 28. You get 7 hours free!
\$1,400/month 20% savings!

All Prepaid Plans are based on an hourly rate of \$50.00 which includes Administrative, Web design and Internet Marketing services as per service list attached.

Any hours over and beyond the package plan will be billed out at \$50.00 per hour. Unused hours cannot be transferred from month to month.

Prepaid Plans do not include postage, courier, telephone charges, materials, etc. or any items purchased for project. Those costs are charged separately and will be invoiced monthly.

All retainer plans must sign a contract as per LD Henry Consulting, LLC policies.

Hourly rates if NOT on a retainer package as follows:

Administrative services: \$55 per hour

Web maintenance services: \$95.00 per hour

****Remember, with a Virtual Assistant, you only pay for the time on task by the hour! We use time-tracking software so no more paying for socializing, hour long lunches or frequent trips to the washroom.**

***The Elevated Professional
51 JFK Parkway 1st floor West
Short Hills, NJ 07078
973-664-7647***

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Administrative Services:

Secretarial

- Follow up Phone Calls
- Basic billing and invoicing Services
- Proofreading / Editing / Formatting
- Copy Services
- Typing & Dictation
- Managing E-mails and Faxes
- Travel & Concierge Services
- Event / Project Management

Data Entry

- Customer lists & Mailing Labels
- Mailing lists & Mass Mailings
- Financial data
- Business documents
- Mail Merges

Word Processing

- Correspondence / Dictation
- Reports, Proposals, Quotes
- Catalogs, Manuals & Books
- Forms

Desktop Publishing – (Utilizing VistaPrint)

- Business Cards & Stationeries
- Brochures, Flyers, Invitations
- Templates and Forms
- Menus, Signs, Invitations
- E-zines & Online Newsletters

Other Services

- Internet Research
- Conference/Exhibit Management
- Fax & Direct Mail Campaigns
- Adobe PDF Creation & Conversion

Web Design:

- Website Planning & Development
- Website Maintenance
- Registration of Domain Names via GoDaddy.com
- Ongoing Website Maintenance

***Please ask us if you don't see the service listed you require.

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