Virtual Assistant Services Application

|  |
| --- |
| Name: |
| Email: |
| Phone Number: |

**Preferred method of contact:**

|  |  |  |  |
| --- | --- | --- | --- |
| ⃝ Email | ⃝ Phone Call | ⃝ Text Message | Other |

**Preferred time to be contact:**

|  |  |  |  |
| --- | --- | --- | --- |
| ⃝Morning | ⃝ Afternoon | ⃝ Evening | ⃝Mid-day |

**What services are you interested in?**

Social Media Management

Outbound Calling

Calendar Management

Customer Services

Digital Marketing

Content Creation

Proofreading

Custom Prints

Data Entry

Scheduling

Email Management

Travel Support

Inbound Calling

Marketing

Research

Content Writing

Project Management

Presentation Assistance

**What packages are you interested in?**

|  |  |  |
| --- | --- | --- |
| Bronze | Silver | Gold |
| Diamond | Platinum | Other |

**Notes (add, remove, and list what you need here)**

|  |
| --- |
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|  |
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|  |

Please email application to [miassassistingllc@gmail.com](mailto:miassassistingllc@gmail.com) or [miatheassistant@outlook.com](mailto:miatheassistant@outlook.com) and allow 24 to 48 hours to contact you with your preferred method of contact.