

Sample VA Proposals

Email management:

ITEM	QUANTITY	PRICE	TOTAL
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Clean and maintain email as follows:

- * Initial term: 30 calendar days
- * 2 accounts, _____@_____.com and _____@_____.com
- * 1 hour per day, Monday-Friday
- * Create mapping of email topics and folders
- * Move all _____-related emails and information from _____ email address to _____ address and set up appropriate folders
- * Readdress Smartboxes, rules, and folders for both accounts
- * Train new virtual assistant on handling email
- * Additional tasks and time will be billed at an hourly rate of \$35 and will be billed separately on the 15th and the last day of each month

1	\$____.00	\$____.00
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