



# KickStart Virtual Assistance

Simplified System Building Solutions for Small Business

## KSVA 2020 Services and Pricelist

Services	Starter Package			Premium Packages Business Online Office Virtual Assistance									AD HOC Per Hour			Special Packages Web Development					
				PREMIUM 1 Biz			PREMIUM 2 Pro			PREMIUM 3 Premium						Basic	Basic +	Basic + Shop	Basic + Membe rship	Shop only	Mem bership only
<b>SERVICE PACKAGE PRICE</b>	<b>\$250</b>			<b>\$420</b>			<b>\$560</b>			<b>\$1,120</b>			<b>\$5-\$7   \$10- \$15</b>			<b>\$560</b>	<b>\$640</b>	<b>\$990</b>	<b>\$1,597</b>	<b>\$430</b>	<b>\$1,037</b>
HOURS MONTHLY	25-30 HRS/MON			60 HRS/MON			80 HRS/MON			160 HRS/MON			ATLEAST 10 HRS/MON			45-60 HOURS		175-200 HOURS		60-175 HOURS	
	YES	NO	OPT	YES	NO	OPT	YES	NO	OPT	YES	NO	OPT	YES	NO	OPT	YES	NO	OPTIONAL			
<b>DEDICATED ACCOUNT MANAGER</b>		✓			✓		✓			✓			✓					✓			
VA Team	✓			✓			✓			✓			✓					✓			
Admin VA	✓			✓			✓			✓			✓					✓			
Marketing Tech VA			✓	✓			✓			✓			✓					✓			
Web Dev VA			✓			✓			✓			✓			✓	✓					
<b>PROJECT MANAGEMENT</b>	✓			✓			✓			✓			✓			✓					
Work Time - Flexi Time	✓					✓			✓			✓	✓			✓					
Work Time – Blocked		✓				✓			✓			✓		✓				✓			
24 hours TAT		✓		✓			✓			✓			✓					✓			
48-72 hours TAT	✓					✓			✓			✓			✓	✓					
PM Tool Set Up	✓			✓			✓			✓			✓			✓					
Task Management	✓			✓			✓			✓			✓			✓					
Daily Task Report		✓		✓					✓	✓					✓			✓			
Weekly Task Report	✓			✓					✓	✓				✓		✓					
Weekly Call with PM		✓				✓			✓	✓				✓						✓	
Monthly Strategy Call			✓			✓			✓			✓		✓				✓			
<b>SERVICES</b>																					
Personal/Executive Assistance		✓				✓			✓			✓			✓			✓			
Business Admin		✓				✓			✓	✓					✓			✓			
FB Ad Campaigns and SM Admin			✓			✓			✓			✓			✓			✓			
Web Development and Admin			✓			✓			✓			✓			✓	✓					
Membership Dev and admin			✓			✓			✓			✓			✓					✓	
Email List Management			✓			✓			✓			✓			✓			✓			
Automation and Funnel Dev			✓			✓			✓			✓			✓			✓			
Non-Voice Customer Support		✓				✓			✓			✓			✓			✓			

Definition: YES (provided by default)/NO(not provided and cannot request)/OPT (Service available by request)



**Services within the packages you can task the KVA team with:**

## **Admin services**

- Data entry
- Social media management (Facebook, LinkedIn, Instagram, Twitter etc.)
- Schedule management
- Email management
- Creating reports
- Working with Microsoft Office platforms (Word, Excel, PowerPoint)
- Clerical tasks
- Customer service support
- Online research
- Lead follow up
- Project Task management
- Online membership management
- Event coordination
- Email management
- Calendar and schedule management
- Speaking opportunity management

## **Marketing Tech Services**

- Landing Page Development
  - o Opt-In Page
  - o Sales Page
- Email Campaign Automation
- Funnel Development and Automation Integrations

### **NOTE:**

\*Please request if you need funnel flowchart and email content. There will be extra charge for email copies.

\* Applications we often use (but not limited to)

CRM: Infusionsoft (KEAP), mailchimp, aweber, activecampaign, drip

Landing Page: Leadpages, clickfunnel, Thrive



## Web Development

- Basic – this is 5-15 pages business website.
- Basic + – this is 16-30 pages business website.
- Basic + Shop – Basic or Basic + with an online shop.
- Basic + Membership – Basic or Basic + with a membership backend.
- Shop Only – Online Shop only.
- Membership Only – Membership site only.

### NOTE:

\*Tools we use for web dev (but not limited to the following)

Website: Divi wordpress theme

Membership/class: memberium, teachable, kajabi, wishlist, thinkific, accessally

Ecom: Shopify, woocommerce

## Social Media Management

- Social media content posting w/ template preparation (3 hours/platform/ per month)
- Social media content for posting, banner, and campaigns – text/video/images (10 hours per month)
- FB page and group engagement monitoring (1 hour daily)
- FB Ad Campaign - Tracking, content and Ad set up (5 hours for 1 campaign/month)
- Social Media Content research (4 hours per month)

NOTE: There will be extra charges billed on top of the package monthly subscription for the following

- Graphics design
- Video Editing
- Content writing

## Our AD HOC (per hour) Service Package rates would depend on the following:

- AD HOC \$5

For Admin Services such as data entry, marketing research, Social media posting etc...



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- AD HOC \$7

For Admin Services that involve technical applications and management such as email management, database management, client onboarding, etc...

- AD HOC \$10

For Marketing Tech Services that involve automation set up and landing pages build.

- AD HOC \$15

For Marketing Tech Services that involves funnel planning and development.