



VIRTUAL ASSISTANT SERVICES

You are not limited to this list but use it to help inspire you to create your retainer offers that you can support your ideal clients. Remember any 10 items can build a 10 hour monthly retainer package.

General

- Email Management
- Calendar Management
- Client Coordination
- Bookkeeping
- Phone Call Support
- Email Support
- Shipping Client Gifts
- Follow-up Coordination
- Customer Support
- Refund + Failed Payments
- Research

Marketing

- Content Creation
- Repurpose Content
- Community Engagement
- Community Management
- Newsletter Formatting
- blog Formatting
- Podcast Formatting
- Website Updates
- Podcast Editing
- Video Editing
- Ad Management
- Interview Coordination

Launch

- Content Creation
- Tech Setup
- calendar Management
- Customer Service
- Presentation Formatting
- Testing + Management
- Process Management
- General Support
- Ad Management