



# Services & Pricing Guide

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29 January 2024





# Welcome

I'm Kath, and I'm on a mission to transform your world with amazing virtual assistant services.

I don't just offer excellence; I breathe it. I thrive when I'm bringing order to chaos, finding solutions to challenges, and supercharging your productivity.

I'm your partner in making life smoother, more efficient, and downright exciting.



# Our Services

## Admin Starter

Starting at \$325

Let's zoom out the lense from the running to do list and take some time to get you feeling organised and on top of your business admin.

- 60 minute collaborative working session
- Calendar, inbox and schedule review
- System and workflow review
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This is best for you if you're not really sure you're ready to commit to a long term Virtual Assistant or you know you need support but you don't even know where to start!

## Retainers

Starting at \$650

Needing a right hand gal to support you on an ongoing basis in your business? Time to stay on top of your business admin!

- 20, 40 or 60 hour retainers
- 4 weekly blocks
- Monthly check in and progress reviews

This is best for you if you're ready to finally stop doing it all yourself and hand over the admin side of your business that is taking precious time away from more impactful things you could be doing.

# Our Services



## VIP Half Day

4 hours for \$300

4 continuous hours with Kath to sit down and go through your business and how to streamline and organise your business

## VIP Full Day

8 hours for \$600

8 continuous hours with Kath to sit down and go through your business and how to streamline and organise your business

## Website Maintenance

Starting at \$650

Need to make some changes to the face of your business? We know how important, but time consuming updating your website can be. Let us take it off your hands!

- 10 hour service - \$650
- 20 hour service - \$1,300

Let Kath and her team take the pressure off by allowing them make your website dreams a reality in this collaborative process. The result? A modern, easy to navigate website that reflects you, helping potential clients and customers engage with you with the least road blocks possible.



# The Process

## Discovery

Book a discovery call with Kath to discuss which pain points we can take off your hands.

## Proposal

We'll develop a proposal for you to approve. This will detail the value we'll add and the cost of services.

## Contract

Once you're happy our proposal has hit the mark, we'll send your contract over to sign and issue your first invoice.

## Relax

Let us do all the heavy lifting!  
We'll make sure we have everything we need in order to make our proposal a reality.

# Get In Touch



## KATH WATERS

### YOUR RIGHT HAND GAL

I'd love to chat with you further about how I can support you and your business.

✉ [kath@provasolutions.com.au](mailto:kath@provasolutions.com.au)

## Book a Discovery Call

Book a 15 minute obligation free discovery call to explore our services further



**INSTAGRAM**  
[@PRO.VA.SOLUTIONS](#)



**FACEBOOK**  
[@PROVASOLUTION](#)



**WEBSITE**  
[WWW.PROVASOLUTIONS.COM.AU](http://WWW.PROVASOLUTIONS.COM.AU)

# FAQs



## What are Virtual Assistants (VA)?

A Virtual Assistant is someone who provides a service from a remote location. This means they do not need to be in the office with you.

## What are the benefits of having a Virtual Assistant?

- More cost-effective than having a full-time employee
- Helps free up your time
- Helps streamline business processes
- Helps ease the workload of employees

## What is a retainer?

When you are receiving regular help from a VA you can set in place a retainer fee. This means you will pay a monthly fee in exchange for a certain number of hours.

## I'm not really sure my business is ready for a VA...

That's ok! It's a big step to bring someone into your business. I'd love to chat with you (completely obligation free) and give you some guidance on what you can do to prepare yourself for bringing in a VA. [Book a discovery call](#) today!