



# Services & Pricing Guide

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29 January 2024





# Welcome

I'm Kath, and I'm on a mission to give back to professionals who are supporting women on their journey to motherhood.

Supporting you with the operational side of your business so that you can make an impact in the lives of others as they journey through infertility, pregnancy and postnatal experiences.



# Our Services

## Administration Starter pack

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 let me support you while you support others.

- Bookings
- Organisation
- Admin
- Client communications
- Surgeries/tests/theatre lists and co-ordination
- Health funds
- Billing
- Medicare
- Medical notes

This is best for you if you're not really sure you're ready to commit to a long term Virtual Assistant. Or your practice manager needs to take some leave!

## Retainers

Starting at \$650

Needing support, so you can support others?

I can support your clinic, and allow you more time to spend with your patients.

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

This is best for you if you're clinic is ready to add to your staff but would rather not have all the expense that goes with it. Make your business run smoother, so you can support others fully.

# 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

Kath will develop a proposal for you to approve. This will detail the value she can add and the cost of services.

## Contract

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

## Relax

Let Kath do all the heavy lifting! She'll make sure she has everything she needs in order to make the proposal a reality.



# Get In Touch



## KATH WATERS

SUPPORTING YOU WHILE  
YOU SUPPORT OTHERS

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



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

# 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.

## How do you handle confidentiality?

I have in place a number of processes to ensure medical information is kept confidential

- Cyber Insurance
- I sign a non disclosure document from you or your practice
- Noone else is in the office
- I have password protection on my computer
- Any printing is either in the locked filing cabinet or shredded

I am happy to book a call and discuss further with you.

## How do I handle not seeing Kath in person?

There are quite a few ways for you to feel like I am in the room, without me being in the office.

- Setup Google Meets/Zooms on a recurring basis
- Being able to contact through communication channel
- Communication is a priority
- Task management system

# FAQs



## 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!