

KMVirtualAssistant Price List

Item	Price
<p><u>Hourly & Monthly Support</u></p> <p>5 Hours - £150 : 10 Hours - £300: 15 Hours - £450 : Ad hoc - £35</p>	
<p><u>Social Media Starter</u></p> <ul style="list-style-type: none"> Content creation and scheduling for 8 posts per month (2 per week) <ul style="list-style-type: none"> Up to 2 platforms · Captions and basic hashtags Light DM/inbox replies: up to 3 hours per month <p>Add-ons available for extra platforms or extra community management.</p>	£200 a month
<p><u>Inbox Triage</u></p> <ul style="list-style-type: none"> 30 minutes per day, Monday–Friday <ul style="list-style-type: none"> Sort and organise emails Flag urgent messages Draft replies and create task list <ul style="list-style-type: none"> Filing and labelling <p>Client approves/sends important replies.</p>	£300 a month
<p><u>Inbox Management</u></p> <ul style="list-style-type: none"> Up to 1 hour per day, Monday–Friday Full inbox management under agreed rules <ul style="list-style-type: none"> Replying, chasing, filing and organising Flagging urgent items and adding tasks to your system 	£600 a month
<p><u>Proofreading & Documents</u></p> <ul style="list-style-type: none"> Proofread up to 5 documents or emails <ul style="list-style-type: none"> Prepare/format up to 5 documents 1 hour of document organisation (folders, naming, filing) <ul style="list-style-type: none"> Up to 1,000 words / 2 pages per item. <ul style="list-style-type: none"> Extra work billed at £35/hour. 	£150
<p><u>Blog Writing.</u></p> <p><u>Blog Lite</u>– 500–700 words, low research, 1 image, basic SEO, 1 round of edits</p> <p><u>SEO Blog</u>– 900–1200 words, keyword focus, internal links, images, meta description, 1–2 rounds of edits</p>	<p>£75</p> <p>£150–£250</p>
<p><u>Newsletter</u></p> <ul style="list-style-type: none"> Build and format your newsletter using your supplied content · Light editing and layout <ul style="list-style-type: none"> 1 round of amends Writing from scratch or complex campaigns can be quoted separately. 	£75