

KMVirtualAssistant Price List

Item	Price
<u>Hourly & Monthly Support</u> 5 Hours - £150 : 10 Hours - £300: 15 Hours - £450 : Ad hoc - £35	
<u>Social Media Starter</u> <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 platformsCaptions and basic hashtagsLight DM/inbox replies: up to 3 hours per month <p>Add-ons available for extra platforms or extra community management.</p>	£200 a month
<u>Inbox Triage</u> <ul style="list-style-type: none">30 minutes per day, Monday-Friday<ul style="list-style-type: none">Sort and organise emailsFlag urgent messagesDraft replies and create task listFiling and labelling <p>Client approves/sends important replies.</p>	£300 a month
<u>Inbox Management</u> <ul style="list-style-type: none">Up to 1 hour per day, Monday-FridayFull inbox management under agreed rulesReplying, chasing, filing and organisingFlagging urgent items and adding tasks to your system	£600 a month
<u>Proofreading & Documents</u> <ul style="list-style-type: none">Proofread up to 5 documents or emailsPrepare/format up to 5 documents1 hour of document organisation (folders, naming, filing)<ul style="list-style-type: none">Up to 1,000 words / 2 pages per item.Extra work billed at £35/hour.	£150
<u>Blog Writing</u> <u>Blog Lite</u> - 500-700 words, low research, 1 image, basic SEO, 1 round of edits <u>SEO Blog</u> - 900-1200 words, keyword focus, internal links, images, meta description, 1-2 rounds of edits	£75 £150-£250
<u>Newsletter</u> <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 amendsWriting from scratch or complex campaigns can be quoted separately.	£75