



KMVirtualAssistant Packages

Essential Support

5 hours per Month £175 per month

Perfect for business owners who need occasional support without committing to a large package.

Includes:

- 5 hours of virtual assistant support
- Inbox organisation and management
- Calendar and appointment management
- Document formatting and administration
- Customer follow-up and general business support

Ideal for: Sole traders and small businesses needing reliable admin support.

Growth Support

10 hours per month £340 per month

Consistent monthly support to help your business run smoothly.

Includes:

- 10 hours of virtual assistant support
- Inbox and diary management
- Website content updates
- Newsletter formatting
- Process and workflow support
- Priority response times

Ideal for: Growing businesses that need regular support each month.

Premium Support

15 hours per month £495 per month

Your outsourced business support partner.

Includes:

- 15 hours of virtual assistant support
- Inbox and diary management
- Website updates and maintenance
- Social media scheduling
- Monthly planning check-in
- Priority support

Ideal for: Established businesses that want ongoing support across multiple areas.

Business Efficiency Package

£399/month

Includes:

- 5 VA hours
- Inbox support
- Social scheduling
- Process documentation
- Workflow reviews
- Basic website updates

Ideal for: Business owners who want better organisation and streamlined systems without hiring additional staff.



Social Media Packages

Visibility Package – £249/month

- 8-10 posts per month
 - Up to 2 platforms
 - Captions, hashtags and scheduling
 - Additional posts – from £20 each
 - Reels – from £35 each
 - Stories – £40 for a pack of 5
 - Community management – from £75/month
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Website Services

Website Starter – £395

- Up to 5 pages
- Contact form
- Mobile optimisation
- Basic SEO

Website Refresh – £250

Website Care Plan – £75/month

Inbox Services

Inbox Detox – £200

- Folder and label organisation
- Unsubscribing from unwanted emails
- Sorting emails into action, archive and reference folders
- Flagging important emails
- Removing clutter and duplicates
- Creating a simple inbox structure that's easy to maintain

Inbox Triage – £300/month

- Up to 30 minutes per day, Monday-Friday
- Email sorting and organisation
- Flagging urgent messages
- Drafting replies for approval
- Filing emails into relevant folders
- Creating task lists from action emails
- Keeping your inbox manageable and organised

Inbox Management – £600/month

- Up to 1 hour per day, Monday-Friday
 - Daily inbox monitoring
 - Replying to emails under agreed guidelines
 - Filing and organising correspondence
 - Flagging urgent issues
 - Managing enquiries and customer communications
 - Adding tasks and reminders to your system
 - Keeping your inbox under control
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Additional Services

- Additional VA Support: £35/hour
- Newsletter Creation: From £75
- Blog Writing: From £95



AI-Supported Content & Business Support

These services combine my virtual assistant expertise with AI-assisted workflows to create content, documents and business resources more efficiently. You receive the finished work without needing to learn or use AI yourself.

AI Content Support - £149/month

Includes:

- Social media content ideas
- Caption drafting
- Hashtag research
- Content repurposing
- Newsletter content

Ideal for: Businesses that need regular content but don't have time to create it.

AI Business Support – £199/month

Includes:

- Email drafting
- Meeting summaries
- Process documentation
- Research summaries
- Document creation

Ideal for: Businesses that need written business resources created quickly and consistently.

AI Website Content Support – £249/month

Includes:

- Keyword research
- Meta descriptions
- Blog outlines
- FAQ creation
- Website content suggestions

Ideal for: Businesses wanting fresh website content and SEO support.
