



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.

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

Letter Campaign – £250 for 50 letters / £300 for 100 letters

A targeted postal marketing service to help you reach potential customers in your area.

Includes:

- Researching recently approved planning applications and suitable extension projects
 - Targeting potential customers based on your chosen criteria
 - Printing and posting your supplied flyers/marketing materials
 - Preparing and sending personalised letters using your business details
 - All standard postage and stationery supplies
- You provide the flyer/marketing material and business details; I take care of the research, preparation and mailing.

Business Lead Generation & Email Campaign

I'll find suitable businesses, research their contact details and send your email campaign on your behalf.

50 businesses – £100

- Researching suitable businesses
- Finding relevant contact details
- Preparing personalised outreach emails
- Sending emails on your behalf
- Keeping a record of businesses contacted

100 businesses – £175

- Business research and prospect list creation
- Contact research
- Personalised email preparation
- Email sending and campaign tracking

150 businesses – £250

- Business research and prospect list creation
- Contact research
- Personalised email campaign
- Campaign tracking and response recording

200 businesses – £300

- Research and prospect list creation
- Contact research
- Personalised email outreach
- Campaign tracking and response recording

Follow-up emails available as an additional service: from £50.



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

Business Starter Package

£100

Starting a business can feel overwhelming. This package helps new business owners understand what they need to get started and create a clear plan to move forward.

Includes:

- Initial consultation
- Personalised business setup checklist
- Website, domain and social media guidance
- Contracts, policies and procedures guidance
- GDPR, invoicing and business admin guidance
- Client onboarding and marketing essentials
- Personalised priority action plan
- Useful resources and recommendations

Ideal for: New business owners who want to know what they need to put in place and what to do next.

Additional Services

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