KMVirtualAssistant Packages

Monthly Support

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

Website Services

Website Starter – £200 setup + £20/month ongoing support

- Up to 3 pages
- Mobile-friendly design
- Contact details and enquiry form
- Basic SEO setup
- Help finding suitable website hosting

Business Website – £300 setup + £20/month ongoing support

- Up to 5 pages
- Mobile-friendly design
- Contact form and clear calls to action
- Basic on-page SEO
- Help with hosting setup

Business Plus Website – £450 setup + £20/month ongoing support

- Up to 7 pages
- Design customised to match your brand
- Contact and enquiry forms
- Basic on-page SEO
- Testimonials or portfolio section
- Help with hosting setup
- *Website Support & Maintenance – £20/month*

Includes all packages:

- Up to 20 minutes of minor website changes per month
- Minor text and image updates to existing pages
- Basic checks that the website is working
- Email support for website queries
- Help liaising with your hosting provider if needed

Hosting, domain renewals and paid plugins are charged separately where applicable. New pages, redesigns, larger changes and additional technical work are charged separately at £35/hour. Hosting is preferably paid directly by the client to the provider.

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.

Email Campaign
I'll find suitable businesses, research their contact details and send your email campaign on your behalf.
50 businesses – £100 | Ideal for testing a campaign or targeting a small niche.
100 businesses – £150 |A good starting point for businesses wanting a wider reach.
150 businesses – £220 |For businesses ready to expand their outreach.
200 businesses – £250 |Best value, 50 extra businesses for just £30 more.

- Researching suitable businesses based on your target audience
- Creating a targeted prospect list
- Finding relevant business contact details
- Preparing personalised outreach emails
- Sending emails on your behalf
- Keeping a record of businesses contacted
- Tracking campaign activity and recording responses

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

Inbox Services
Inbox Detox – Prices start at £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