

GRACE SPICER
VIRTUAL
ASSISTANT

HELPING BUSINESSES *DO BUSINESS*

Printable Version
Information Pack

www.gracespicer.com



IS YOUR BUSINESS FEELING BEHIND?

I'm all about helping businesses that could use a friendly nudge towards growth and modernisation.

No one likes to feel left behind, fortunately working with me means you don't have to, this is your time to **ACTION** your businesses success!

Need someone to handle the day-to-day whilst you focus on what you do best? Or perhaps you're looking to freshen up your online presence and bring in new clients?
- Then you need a Virtual Assistant!

Let's have a chat about how I can help your business thrive in today's digital world.

SO, WHAT IS A VIRTUAL ASSISTANT?

A Virtual Assistant is a professional who supports your business from day-to-day activities all the way through to specific project support, I'm basically your remote teammate who handles everything you need to keep things running smoothly.

What sets my approach apart is the personal connection I establish with each client. I understand that venturing into new areas can feel unsettling. That's why I make sure I get to know YOU and become apart of your business.

I work flexibly with your schedule and needs, giving you professional support without the commitment of hiring full-time staff. Think of me as your business partner who's there exactly when and how you need me!



WHAT I OFFER

Support, tailored to you...

PERSONALISED ONE-TO-ONE VA SUPPORT

Let's work together to achieve the Business of your dreams!

Consistent one to one work to establish your business goals and enhance your online presence. Build a solid path for growth by having a dependable Virtual Assistant on your team!

AD - HOC VA SUPPORT SERVICES

Help when you need it...

In a pickle on new project? Wanting to expand into a new area online? Let me jump in to make it happen! I have a select number of AD HOC services from Email Lead Magnets to Website Design.

EVENTS PLANNING / MANAGEMENT

Bring your next event to life!

Whatever your event may be, make it one worthwhile! From client strategy days to full blown conferences, lets grow your event to new heights!

SOME OF!

MEET MY CLIENTS

Samantha Cameron

scooch
social media

Talkback
DEVELOPING A WORLD OF POSSIBILITIES

Heloisa Quadros
BRAND PHOTOGRAPHY



"I wish I had discovered Grace and her VA services many years ago! Grace's time is a very worthwhile investment that I shall be doing more of."

- *Joanna, Social Media Manager*

"Grace has been an indispensable part of my team, handling everyday tasks such as event setup and membership management, allowing me to focus on growing the business and looking at the bigger picture."

- *Samantha, Marketing Expert*

"Grace not only created stunning graphics that perfectly aligned with my brand but also designed promotional emails that were professional, engaging, and well-structured. Her attention to detail and creativity really stood out."

- *Heloisa, Photographer*

PERSONALISED ONE-TO-ONE VA SUPPORT

Let's work together to achieve the Business
of your dreams!

You'll work with me on a retainer basis, meaning you prebook a set number of hours per month for me to support your business that you choose to assign work to.

We'll have an discovery call when we start together to go through your exact business needs and work out a plan to grow your business to success!

What can I support with?

Email Marketing
Graphic Design
Social Media Marketing
Website Design
Events Planning
Memberships
Client Interaction
Administrative Duties
Launches & Sales Plans,
Travel Planning
Research **& MORE!**

Prices on next page

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YOUR INVESTMENT

One To One VA Support

12 Hour Monthly Retainer £360

16 Hour Monthly Retainer £464

32 Hour Monthly Retainer £895

40 Hour Monthly Retainer £1,079

60 Hour Monthly Retainer £1,534

80 Hour Monthly Retainer £1,949

1 Hour
FREE

2 Hours
FREE

Ts and Cs Apply
Excludes Expenses

AD-HOC VA SUPPORT

Help when you need it...

Not in the mood to try and navigate some new software or don't have time to do so? Work with me AD-HOC for a one off fee for support for your business.

Graphic Design

Stylish Canva Designs aligned to your branding.

From £49

Email Lead Magnet

Promote a free Email Download to get more subscribers.

From £299

Email Newsletters

Keep your audience in the loop

From £45 per email

Email Signatures

Ensure all of your emails are met using an email signature.

From £39

Website Setup

Wix Website Setup for a stylish front to your business

From £249

Platform Setup

Set up a Social Media Profile, page or group.

From £119

Virtual Business Cards

No need to carry 200 pieces of card in your pocket just in case!

From £39

Travel Planning

Hotels, Flights, Trains? Save the hassle.

From £99

Something different?

Contact me today!

Additional Fees May Apply

EVENTS PLANNING / MANAGEMENT

Bring your next event to life!

Whatever your event may be, make it one worthwhile!
From client strategy days to full blown conferences, lets
grow your event to new heights!

Venue Hire, Catering, Accessibility, Evening Activities,
Excursions - all sorted in one neat package. **We'll work
together to make this event a success!**

POA

Fees Vary based on type / size of event

I'TS YOUR TIME *TO SHINE!*

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