

GRACE SPICER  
VIRTUAL  
ASSISTANT

# HELPING BUSINESSES *DO BUSINESS*

Information Pack



[www.gracespicer.com](http://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.



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# 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!



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# 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!

**Page: 7**

## **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.

**Page: 9**

## **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!

PS: Needing an MC?  
[CLICK HERE](#)

**Page: 11**

**VA: Virtual Assistant**

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# HERE'S EVERYTHING ME AND ONE OF MY PREVIOUS ONE TO ONE CLIENTS ACHIEVED IN 2024\*...



**526**

**PROMOTIONAL  
GRAPHICS**

**330**

**MARKETING  
EMAILS**

**21**

**LANDING  
PAGES &  
AUTOMATIONS**

**1**

**CORPORATE  
EVENT**

**149%**

**REVENUE  
GROWTH**



IN COMPARISON TO 2023

\*One To One 80 Hour Client

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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*

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# 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

VA KICKSTARTER

32 Hour Monthly Retainer £895

40 Hour Monthly Retainer £1,079

MOST POPULAR

60 Hour Monthly Retainer £1,534

80 Hour Monthly Retainer £1,949

1 Hour  
**FREE**

2 Hours  
**FREE**

Ts and Cs Apply  
Excludes Expenses

**SAVE**  
**10%**

If you are a registered  
charity or CIC

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# 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!



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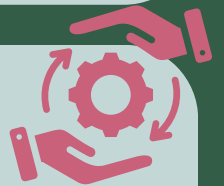
# AD-HOC VA SUPPORT

## Additional Fees



### 10 Day Priority Task

You are welcome to set a deadline you need this task to be completed by, but if you need this task completed within 10 Days or less (absolute minimum 5 days) from the task being set, there will be a surcharge of £100



### Additional Amendments

Clients get small 1 complimentary request amendment(s) to most VA services I provide for them. Additional or significant changes will result in an additional fee of £50 per amendment



### Travel

Should this task require to be completed in person there will be an additional fee for transport and accommodation. **Fee: POA**



# 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**

**PS: Looking for an MC or Speaker? Click [HERE](#)**

Please Note: You (The Client) Must have sufficient Insurance  
and protection cover prior and will be responsible. Travel and  
Accommodation Fees excluded in quote price.

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# DEALS AND OFFERS!



## **Purchase 2 or more AD-HOC Services – Get a FREE Email Signature OR Virtual Business Card!**

Purchase 2 or more of my VA Services, get 1x Basic Email Signature Design or Virtual Business Card for FREE!\*

## **Charitable Organisation Discount**

Is this service for a registered charity or CIC? SAVE 10% across my services! (proof required\*\*)

\*Must be 2 different AD HOC ONLY services purchased at the same time that does not include email signature design or virtual business card design option. One off deal per customer / business.

\*\*Proof of registered charity, community organisation or CIC number required upon request.

All offers can be withdrawn at any time by Grace Spicer Virtual Assistant



# WHAT'S NEXT?

## **Book A Discovery Call**

Contact me via email: [gracespicervirtualassistant@outlook.com](mailto:gracespicervirtualassistant@outlook.com) to book your initial client Discovery Call. In this call we will go over ways we can work together to grow your business as well as any pain points you may be experiencing. For some AD HOC work, I may just ask you for some information about the task at hand via email.

## **Get your quote and contract**

Once our Discovery Call is finished I will send over a quote for services outlining what was discussed during the call as well as the quote and contract for you to sign.

## **Receive your first invoice and onboard!**

If you are happy with the quote supplied I will then forward over the contract of works as well as an initial upfront invoice along with an agreed start date.

**Let's get going!**

# DID YOU KNOW I OFFER PUBLIC SPEAKING SERVICES?



Whether it's a corporate do or just good fun! I've got public speaking experience from stages as big as TEDx and and training from globally recognised Public Speaking organisation - Toastmasters International

I can be your MC, host, motivational speaker or even voice actor. I'm all about keeping your audience engaged with fresh, energetic vibes that will bring your event to life!

Click [HERE](#) to find out more!

As seen on...



**TEDx**

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# ABOUT GRACE



**Hey I'm Grace, and I'm your newest team member ready to transform your business with my Virtual Assistant (VA) skills!**

**I've been a VA since 2024 and I'm trying to change the game by focusing my support on businesses who need that extra push of confidence to expand their business through a trusted assistant.**

**In short, a Virtual Assistant is your professional who supports your business from day to day activities all the way through to new project launches.**

**What sets my approach apart is the personal connection I establish with each client. I understand that your business is your passion project, and venturing into new areas can feel unsettling. That's why I make sure I get to know YOU and become apart of your business, so confidence in business growth is always paramount!**



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# I'TS YOUR TIME *TO SHINE!*



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