

Services & Pricing Guide



SMBJ Virtual Solutions

Hi I'm Jezza!

I truly understand that finding a Virtual Assistant who understands the unique needs of a business is a challenge. I have been one of the Top-Rated Freelancers at Upwork since 2015 and has worked with various companies such as digital marketing agencies, research, keynote speaker, eCommerce, real estate, appraisal and accounting firms.

I'm the owner of SMBJ Virtual Solutions. I started my Virtual Assistant business to help busy and overwhelmed business owners who are looking to outsource their general administration, social media marketing, data entry, research, customer support, and bookkeeping.

I wear many hats as a Virtual Assistant and I have the skills required to get your tasks done so you can focus on the areas that generate your business revenue. Since 2015, I worked with various entrepreneurs worldwide and very passionate about my business and treats my client's business as if it was my very own.



I serve Business Owners who are ready to say

YES to:

Trusting your business to someone who cares about your growth and well-being the same way you do! Being a business owner is lonely, and you are ready for someone to help shoulder some of the weight!

Finding a balance between your work and home life, getting a full night's sleep instead of staying up late researching on Google how to manage your business without losing focus, or worse, burning out every other month! Let me be your brainstorming partner.

Knowing that you are finally getting your clients managed, your foundations built properly, and

your business admin is running with streamlined efficiency...

Your Problems.

Our Solutions.

SMBJ Virtual Solutions partners with every new client we take on to help them improve the way they work. We work with entrepreneurs and creatives in all stages of business to provide the unique structure and support you need.



- If you're just starting out, we harness your creativity and give structure to the ideas and dreams you have for your company.
- If you're growing fast, we help you create the systems and automation you need to delegate.
- We can assist with a variety of tasks for your business. Please get in touch with us to learn more about how we can help your business.

Take a look at the types of services we offer and get in touch to see how we can start helping you shape and grow your business today. If you don't see what you require in the list, just ask.

VA Services

We are fully invested in your company from the moment we come on board. By letting me take over all your general administrative demands, you can focus your time on other, more forward-moving aspects of your business. Let's build your new life together!

General Administration

- Email and Calendar Management
- Organization of Google Drive or DropBox
- Booking Travel & Hotels
- Research
- Data Entry & Collection
- Transcriptions
- Personal Assistant

Creative Canva Pro Designs

- Social Media Graphics
- Done For You Templates you can use in your social media posts
- Business Branding Kit includes Brand Logo, Brand Fonts, and Brand Colours

eCommerce Support

- Customer Support includes responding to customer inquiries through email and chat. Preparing quotes and processing returns.
- Operations Administration includes Purchasing vendor items, managing inventory, processing and preparing orders and shipments
- Marketing Support includes preparing marketing emails and creating new product pages.



Project Management, Business Processes & Workflows

- Client Onboarding
- New Hire Onboarding
- Asana Project Management includes setup and management, creating project boards to manage & assign all tasks, setup all team members, create various project lists
- Setup processes and create workflows needed for business in the app/software you are comfortable with

Bookkeeping (Note: I only work with QuickBooks Online at this time)

- Setup QuickBooks Online Account
- Chart of Accounts customized to your business
- Your choice of Done For Your Monthly or Quarterly Bookkeeping so you are ready come tax time. Includes invoicing clients, entering bills/expenses, categorizing of all transactions, setup recurring expenses, monthly reconciliation of accounts, create monthly financial statements (Profit & Loss, Balance Sheet, & Statement of Cash Flows)

Social Media Marketing

- Create & schedule social media posts to platforms of your choice
- Social Media account maintenance
- Moderating comments, answer inquiries & messages
- Monthly Content Calendar
- Monthly social media analysis and reporting

Pricing Packages

Free Up Time, Increase Productivity and Boost Revenue

Testing the Waters
\$375

Dedicated 10 working hours per month of VA support. Perfect for those who need a little extra support for short on-going tasks and part-time dedicated assistant for the new start-up entrepreneur. This is also a perfect introduction to working with a virtual assistant literally testing the waters.

NOTE: ALL PRICES ARE IN USD. HOURS CAN BE USED TOWARDS ALL SERVICES EXCEPT FOR BOOKKEEPING WHICH NEEDS A CUSTOM PACKAGE BASED ON THE NEEDS OF THE CLIENT.

Pricing Packages

Free Up Time, Increase Productivity and Boost Revenue

Take it to the Next Level

\$625

Dedicated 20 working hours per month of VA support. Perfect for those who are invested in their business and are ready to take it to the next level. Strongly recommended for the busy client who needs help organizing and streamlining the workday.

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Pricing Packages

Free Up Time, Increase Productivity and Boost Revenue

Smooth Sailing & Stress-Free

\$750

Dedicated 30 working hours per month of VA support. This is the best option for clients who require steady work on a regular and on-going basis. This package offers you the maximum benefit for every dollar you invest. Get important tasks or larger time-consuming projects off your to-do list with the ultimate flexibility.

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Pricing Packages

Free Up Time, Increase Productivity and Boost Revenue

pay as you go

For those clients who prefer a fixed price projects. It is a NO COMMITMENT, PREPAID RATE. This Ideal for those who aren't are sure how many hours they'll need, a short-term project or specific task.

NOTE: ALL PRICES ARE IN USD. HOURS CAN BE USED TOWARDS ALL SERVICES EXCEPT FOR BOOKKEEPING WHICH NEEDS A CUSTOM PACKAGE BASED ON THE NEEDS OF THE CLIENT.

How It Works

I charge hourly for all services above. I also offer "Pay As You Go," perfect for those clients who prefer fixed-price projects. It is a NO COMMITMENT, PREPAID RATE, and ideal for those who aren't are sure how many hours they'll need, just a short-term project or specific task that needs to be done.

Most of my clients are from Upwork. That is why I put up my [Upwork agency, SMBJ Virtual Solutions](#). If you do not have an Upwork account, I can add you as my client in my Upwork agency through [Direct Contracts](#) (no Upwork account needed), OR I can bill you directly — you choose whichever works best for you!

Step 1: Please [book a FREE 30-Minute Clarity Call with me to discuss your needs](#). We'll get to know each other, I'll be asking about your current processes and goals, and we'll talk about how working together can help you achieve your goals. This will also help you decide if we're a good fit!

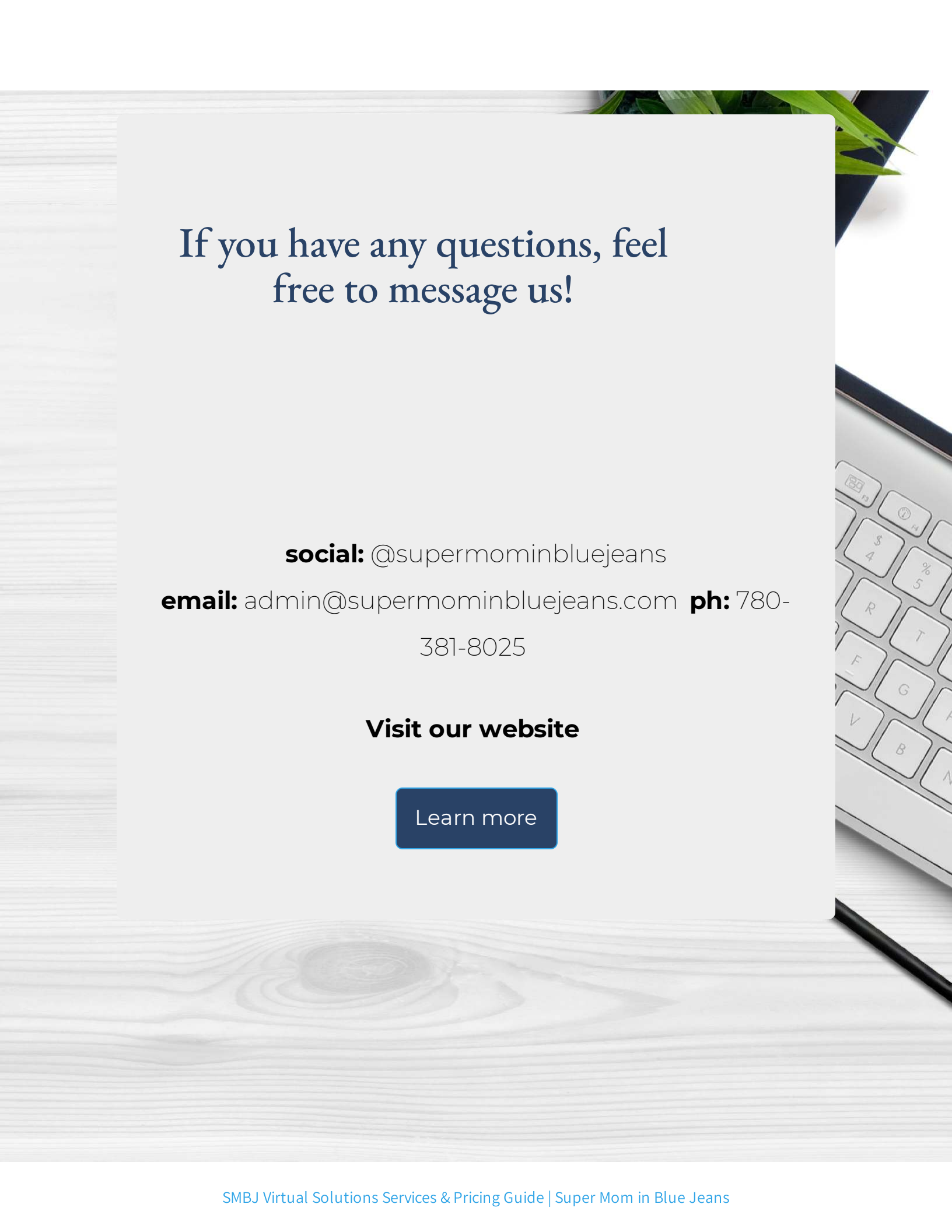
Step 2: I will send you a proposal that fits best for your business.

Step 3: You review the proposal and send it back to me, confirming the services you need for your business.

Step 4: Once I receive the signed proposal, I will send you my client onboarding, policies, and procedures for VA services so that we are on the same page.

Confidentiality: *SMBJ Virtual Administration adheres to a stringent confidentiality policy. Your personal information will not be shared with any other parties, and a Confidentiality Agreement will be signed by both parties before entering into an agreement.*

Step 5: We can begin onboarding immediately and start the VA services. We can't wait to help your business thrive!



If you have any questions, feel
free to message us!

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381-8025

Visit our website

[Learn more](#)