

VIRTUALLY VARSANA

*Virtual Assistant*

# Services & Pricing Guide



# About Me

Firstly, welcome! I'm Varsana, the founder of Virtually Varsana. I'm passionate about helping busy professionals like you regain control of your time, so you can focus on what truly matters - growing your business and achieving your goals.

With over 15 years of experience in executive assistant and office management roles across diverse industries such as finance, real estate, aviation, coaching and legal services, I've developed a deep expertise in streamlining operations and managing high-level administrative tasks. I specialise in taking the weight of day-to-day tasks off your shoulders, allowing you to concentrate on the bigger picture.

Whether it's organising your inbox, scheduling important meetings, or handling those time-consuming tasks, I ensure nothing slips through the cracks. My goal is to give you the peace of mind to focus on growing your business without the stress of managing every detail.

If you're a flat-out business owner or executive looking to reclaim some valuable time, ready to offload those less enjoyable admin tasks, or looking to expand your business and need reliable support, you're in the right place. Since you've accessed this pricing guide, it's safe to say you're seeking the help of a Virtual Assistant and want to know if I'm the right fit for you. Let's work together to create a more efficient, balanced, and stress-free path to success.

# How It Works

01

## BOOK A DISCOVERY CALL

Book a free, no obligation 30 minute discovery call. This is a casual meet and greet where we discuss your business needs and goals and how we can work together.

02

## PROPOSAL

After the call, I'll send you a tailored proposal for your review.

03

## AGREEMENT

Once you accept the proposal, I'll send you a service agreement for you to review and sign.

04

## ONBOARDING

Upon signing the service agreement, we will then schedule an onboarding call to discuss the specific tasks, deadlines, and any additional details to ensure a smooth start.



# How I Can Support You

## **Business Administration Support**

- Email and Calendar Management
- Travel Management
- Meeting and Event Management
- Systems and Platforms Management
- General HR Support
- Research Projects & Reporting
- Document Preparation & Data Entry
- Sales & Customer Service Support
- Project Coordination
- General Administration

## **Executive, Personal & Board Assistance**

- Email & Calendar Management
- Travel Management
- Board Support
- Personal Appointment Scheduling
- Expense Reconciliation
- Personal Concierge



# Pricing Options



## OPTION 1 - CASUAL

This option is ideal if you're unsure of how many hours you need or if you require occasional or once off support. This allows you to see how we work together and can be reviewed later to determine if a package better suits your needs.

YOUR INVESTMENT  
\$62 PER HOUR

## OPTION 2 - MONTHLY RETAINER

Retainer packages are prepaid bundles of time which are allocated to you and your business. Services will be outlined in an agreed scope of work. All hours are reserved for you and hours are tracked. Hours must be used within the month and do not roll over. I will provide regular updates and let you know if any hours are unused or nearing your limit.

Packages available are 10, 15, or 20+ hours per month. These packages offer flexibility and value, ensuring you have the support you need, when you need it.

YOUR INVESTMENT  
FROM \$600\*  
\*10 HOURS PER MONTH

# Why Choose Me



**Extensive Experience:** With over 15 years of experience in executive and business administration, I offer efficient, personalised services that are tailored to your needs. Whether it's managing high-level executive tasks or handling personal errands, I provide confidential, professional support you can rely on.

**Flexibility:** Whether you need assistance occasionally or ongoing support, I offer flexible packages and pricing to suit your specific requirements. This means you can get the help you need when you need it, without long-term commitments.

**Cost-Effective Solution:** Hiring a virtual assistant is a smart, cost-effective alternative to employing full-time staff. You get professional, high-level support without the overheads of hiring permanent employees - saving you time, money, and resources.

By choosing my services, you can focus on what you do best - growing your business - while I take care of the rest. Ready to get started? Contact me today to book your discovery call!

[BOOK DISCOVERY CALL](#)

# Testimonial

*“Varsana is incredibly detail-oriented, managing my calendar and priorities with remarkable efficiency. She anticipates needs before they arise, ensuring that I could focus on strategic decisions without being bogged down by daily administrative tasks. Her ability to juggle multiple projects simultaneously, while maintaining a positive attitude, is truly commendable”.*

- DAN ALEXANDER,  
LJ HOOKER SOUTHERN GOLD COAST



# Let's Get Started!

Ready to chat? Book a discovery call to explore your business needs, goals and budget. Let's explore how we can support your growth!

[SCHEDULE A CALL](#)

[LEARN MORE](#)

## CONTACT ME



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