

JW
VA

JOSIE WARD

Virtual Assistant

PROVIDING SUPPORT SO YOU
HAVE MORE TIME TO...

GROW

RELAX

ENJOY

BUILD

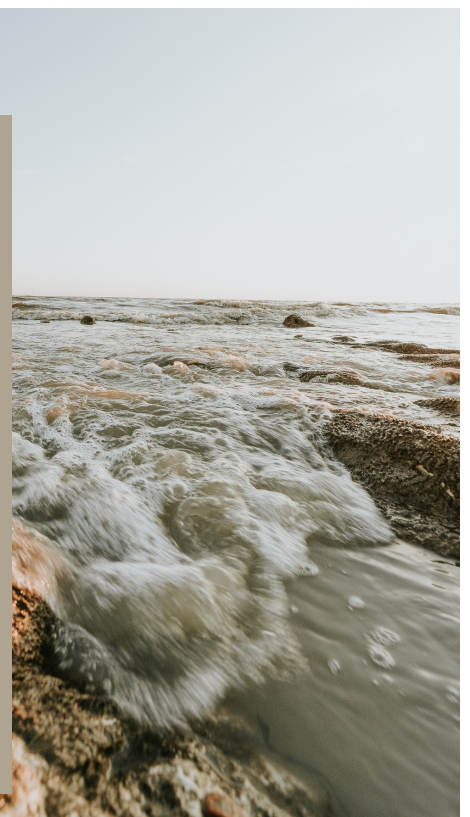
THRIVE



Services

- **STARTING A BUSINESS**
- **WEBSITE DESIGN**
- **SOCIAL MEDIA MANAGEMENT**
- **VA FOR BRIDES**

USING MY KNOWLEDGE AND
EXPERIENCE FROM MY
DEGREE, PAST BUSINESS
VENTURES AND SELF TAUGHT
SKILLS, TO PROVIDE YOU
WITH SERVICES TO HELP YOU
SAVE TIME IN YOUR
BUSINESS AND PERSONAL
LIFE.



Starting a Business

- REGISTER WITH COMPANIES HOUSE
- FACEBOOK & INSTAGRAM SET UP
- INSTAGRAM STORY HIGHLIGHTS IMAGES
- SOCIAL MEDIA CONTENT PLAN
- BUSINESS ESSENTIALS PACK
- LIST OF USEFUL INDUSTRY SPECIFIC APPS AND WEBSITES

THIS SERVICE IS PROVIDED AS A PACKAGE, WITH A FEE OF £170. THIS COST INCLUDES THE £12 COMPANIES HOUSE REGISTRATION FEE. SOCIAL MEDIA CONTENT PLAN INCLUDES ONE WEEK CONTENT PLAN BUT EXCLUDES ACTUAL SOCIAL MEDIA CONTENT. ADDITIONAL FEES APPLY FOR SOCIAL MEDIA CONTENT CREATION.



Website Design

- INFO & E-COMMERCE SITES
MADE ON WIX - EASY TO
USE, LOGIN INCLUDED
- MONTHLY MAINTENANCE
OPTIONAL
- INITIAL TUTORIAL OPTIONAL
- ONGOING SUPPORT VIA
EMAIL

THIS SERVICE IS OFFERED AT
BOTH HOURLY AND PACKAGE
RATES. PRICE DEPENDS ON
PROJECT SIZE AND TIME IT'LL
TAKE ME TO COMPLETE YOUR
PROJECT. PLEASE CONTACT ME
AND FILL IN A PROJECT FORM
FOR A MORE ACCURATE PRICE
QUOTE.



Social Media Management

- CONTENT PLAN CREATION
- CONTENT DESIGN -
ADDITIONAL COSTS
- SCHEDULING/POSTING ON
DAILY/WEEKLY BASIS
- SETTING UP AUTO REPLIES
- RESPONDING TO COMMENTS
TWICE WEEKLY

CHOOSE FROM ONE OR ALL OF
THE ABOVE SERVICES IN MY
SOCIAL MEDIA MANAGEMENT
PACKAGE. PRICE FOR THESE
SERVICES IS £25 PER HOUR
AND CAN BE PROVIDED ON A
ONE OFF OR RECURRENT
BASIS.



VA for Brides

**NOW TAKING BOOKINGS FOR
2021!**

**IF YOU ARE A BRIDE TO BE ON
A BUDGET OR HAVE JUST GOT
ENGAGED GET IN TOUCH
TODAY FOR MORE
INFORMATION ON MY VA FOR
BRIDES PACKAGES!**

**I HAVE A SEPARATE
DOCUMENT CONTAINING
ALL THE INFORMATION YOU
NEED ABOUT MY VA FOR
BRIDES PACKAGES. PLEASE
EMAIL ME TODAY TO GET
YOURS!**



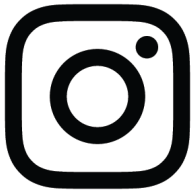
Contact Me



07375682883



JWVAVIRTUALASSISTANT@GMAIL.COM



@JWVAVIRTUALASSISTANT



IF YOU WOULD LIKE TO
DISCUSS ANY OF MY
SERVICES FURTHER, I
OFFER A FREE 30 MINUTE
DISCOVERY CALL!
ALL CLIENTS WILL
RECEIVE A CONTRACT TO
SIGN AS WELL AS A
PROJECT FORM TO FILL
IN BEFORE WORK STARTS