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Tier 1: Stardust Starter \$950/month

Designed specifically for solo entrepreneurs who need dedicated support for managing and organizing email, help with administrative tasks, booking travel, and data entry tasks.

Includes:

- ◆ Admin tasks, email management, booking travel
- ◆ Data entry, file management
- ◆ Monthly one-on-one (30 minutes)
- ◆ Email, text, instant messaging support

Tier 3: Orbit Optimizer \$3,500/month

Tailored for growing businesses with small-mid size teams requiring project management, multi-platform social media strategies, Google Ads content writing and SEO optimization.

Includes:

- ◆ Admin tasks, email management, booking travel
- ◆ Project management support for major initiatives
- ◆ Social media strategy & execution deliverables/assets
- ◆ Operational management support
- ◆ Google Ads content writing & SEO optimization
- ◆ Email marketing assistance
- ◆ Weekly one-on-one (20 minutes)
- ◆ Email, text, instant messaging support

Retainer add-ons:

In-between packages? You can add any of the following to customize your monthly package!

- ◆ **Social media task support:** \$350 extra per mo.
- ◆ **Social media management:** \$1,550 extra per mo.
- ◆ **Project management support:** \$650 extra per mo.
- ◆ **Operational support:** \$550 extra per mo.
- ◆ **Meeting attendance/team meetings (up to three 1-hour meetings per mo.):** \$150 extra per mo.

Need just a website? Get a customized 5-page website for a one-time project cost of \$1,000.

Tier 2: Lunar Lift-Off \$1,850/month

Perfect for businesses & entrepreneurs with small teams who need admin & project assistance, social media task support, and operational support.

Includes:

- ◆ Admin tasks, email management, booking travel
- ◆ Light project management assistance
- ◆ Social media task support
- ◆ Operational coordination
- ◆ Bi-weekly one-on-one (30 minutes)
- ◆ Email, text, instant messaging support

Tier 4: Supernova Blueprint \$6,500+/month

This comprehensive package includes a dedicated team led by Monica, with specialized roles for social media, web design, marketing. Ideal for businesses scaling rapidly.

Includes:

- ◆ Dedicated team with Monica as the primary lead & includes:
 - ◆ Social Media Manager
 - ◆ Blog Writer
 - ◆ Web & Graphic Designer
 - ◆ Data Scraper & Outreach Coordinator
- ◆ Admin, data entry tasks & operational support
- ◆ Project management support for major initiatives
- ◆ All-in-one: social media, Google Ads SEO & email marketing
- ◆ Web and graphic design
- ◆ Lead generation support using Apollo or similar tools
- ◆ Operational management support
- ◆ Vendor & client management assistance
- ◆ Quarterly reviews & strategy adjustments
- ◆ Weekly one-on-one (45 minutes)
- ◆ Priority support via email, text, calls. instant messaging

QUESTIONS

✉ INFO@ITSMONICA.COM

For more information, visit my website at

🌐 WWW.ITSMONICA.COM



PACKAGE DETAILS

Admin & Data Entry Tasks

- Email Management: Organizing, setting up folders, and responding.
- Calendar Management: Scheduling meetings, and meeting coordination.
- Data Entry: Inputting and updating information in spreadsheets, databases, and CRM systems.
- Document Creation: Formatting reports, presentations, and other professional documents.
- File Organization: Organizing digital files and ensuring document access is streamlined.
- Help with booking travel arrangements.

Project Management Support

- Task Delegation: Assigning tasks to team members and monitoring deadlines.
- Progress Reporting: Preparing updates and reports for project team.
- Resource & Meeting Coordination: Managing resources, communications, organizing and scheduling project meetings, including sending agendas.
- **Light project management is limited to:** task coordination, executing agreed upon tasks, providing updates and follow-ups, and does not exceed 20% of overall workload.

Operational Support

- Customer & Outreach: making calls, answering phones, and providing customer service to your clients, customers, etc...
- Business Development: assistance with lead outreach, data scraping leads online using 3rd party tools and apps.
- HR & Payroll: Timesheet processing, payroll coordination, SOPs, employee handbooks, job descriptions, recruitment, staff development, etc...

Social Media, Marketing/Sales Tasks

- Content Creation: Designing posts, stories, and videos.
- Platform Management: Scheduling and publishing posts on platforms like Instagram, LinkedIn, Facebook, and TikTok.
- Community Engagement: PR support, responding to comments, messages, and engaging with followers.
- Google Ads Writing & SEO Optimization: Refining keywords, crafting ad copy.
- Email Marketing: Designing newsletters, creating automated sequences, uploading lead lists, monitoring results and analytics.

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PACKAGE DETAILS

Client & Vendor Management

- Client Communication: Maintaining relationships via email or calls, addressing inquiries, and managing expectations.
- Vendor Coordination: Obtaining quotes, placing orders, and ensuring timely delivery.
- Contracts and Agreements: Reviewing and organizing vendor and client agreements.
- Issue Resolution: Handling disputes or concerns with professionalism and efficiency.
- Database Management: Keeping client and vendor details updated and organized in CRM.

One-on-One

- Strategic Check-ins: Discussing weekly goals, challenges, etc...
- Progress Review: Reviewing ongoing projects and adjusting as needed.
- Feedback Sessions: Gathering client input to ensure alignment and satisfaction.

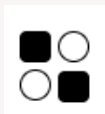
Unlimited Text & Instant Messaging Support

- Quick Queries: Answering brief questions or clarifying instructions.
- Status Updates: Providing real-time progress updates on tasks and projects.
- Task Adjustments: Making on-the-fly adjustments to priorities based on client needs.
- Idea Brainstorming: Sharing ideas and solutions through instant messaging channels.

****Note****

One-on-one's will need to be scheduled in advanced via Monica's booking link.

If you require Monica's attendance to a weekly, bi-weekly or monthly team meeting, etc... that is considered a meeting attendance add-on.



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FAQS

How do I know if I need a virtual assistant?

If you find yourself overwhelmed with daily tasks, struggling to keep up with emails, scheduling, or marketing efforts, or need expert support to grow your business, a virtual assistant can help you save time and stay focused on what matters most.

Is there a minimum commitment required for your services?

Yes, packages have a minimum monthly retainer (flat fee) commitment to ensure I can provide the best results. However, I also offer customizable plans for one-time or short-term (30-days or less) projects starting at \$1,650.

What if your minimums are outside my budget?

I understand that every business has different financial considerations. While I do not negotiate my rates, I am happy to refer you to another trusted virtual assistant who may better align with your budget. My goal is to ensure you receive the support you need, whether it's through my services or a suitable alternative.

What types of tasks and support can I expect?

Each package allocates specific activities. Admin & Data entry tasks include email & inbox management, calendar upkeep, and coordinating research projects. Social Media, Blog, Content Writing, Marketing/Sales Outreach, Client Account & Vendor Management are premium services.

What tools and platforms are you proficient in?

I am skilled in tools like MS office, Google Workspace, HubSpot, CRMs, Apollo for lead generation, Thinkific, Kajabi, LeadPages, Click Funnels, Wordpress, SquareSpace, Wix, Project Management tools and various social media platforms. If you have a specific tool you prefer, most likely I know it already but I'm adaptable and happy to learn.

How do you ensure clear communication and project updates?

I provide regular updates through your preferred communication channels, such as email, Slack, or project management tools like Trello or Asana. Transparency and responsiveness are my top priorities.

How do I get started with your services?

Getting started is simple! Just fill out the book now form to have a quick chat to discuss your needs or start now and pay the deposit to reserve your spot!

Who will be handling my work?

All work is personally managed and completed by me, Monica, to ensure the highest level of quality and attention to detail. However, to help manage my time effectively, I do have an assistant who supports me with general administrative tasks.

Note that "Tier 4" includes a dedicated team with Monica as the primary lead.

