



Price List

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Basic Retainer

The Basic Retainer is for those who would like minimal support each month.

This retainer offers you 10 hours of support each month.

£300 a month*

Standard Retainer

The Standard Retainer is for those who would like regular support each month.

This retainer offers you 20 hours of support each month.

£600 a month*

Master Retainer

The Master Retainer is for those who would like everyday support each month.

This retainer offers you 40 hours of support each month.

£1,200 a month*

Ad-Hoc Hours

Ad-hoc hours is where you pay me for the hours that I work for you. I will be tracking the time it takes me to do tasks for you and invoice you for this at the end of the month**. This is usually the best way to start working with a virtual assistant so you can see what support you need and how many hours the work takes and then you could move onto a retainer basis.

Please Note

*This will be invoiced for at the beginning of the month before the work takes place, if you have any hours outstanding by the end of the month I will ask if there is anything else you need/ we can have a discussion about best practice going forward if this is how it will continue.

**Although you will pay for full hours worked at the end of the month to safe guard 3 hours of work will be invoiced for at the beginning of the month before any work takes place however, this will be deducted off of the full hours worked when invoiced. So you will only pay for hours worked.

thank you

