

PACKAGE COMPARISON CHART

Service Features	Basic Support	Professional	Premium
Hours Included	Up to 20/month	Up to 40/month	60+ hours/month
Response Time	24 hours	12 hours	4 hours
Dedicated VA	✓	✓	✓
Priority Support	-	✓	✓
Strategic Planning	-	Basic	Advanced
Weekly Reports	Basic	Detailed	Comprehensive
Custom Workflows	-	✓	✓
Multiple VAs	-	-	✓
Emergency Support	-	-	✓
Monthly Strategy Call	-	1x	2x

BASIC SUPPORT PACKAGE (\$500-1,500/month) Core Services:

- Email management and filtering
- Basic calendar management
- Document organization
- Data entry
- Basic research tasks Deliverables:

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- Weekly progress reports
- Monthly task summary
- Basic performance metrics

PROFESSIONAL PACKAGE (\$1,500-3,000/month) All Basic services plus:

- Advanced email management
- Complex calendar coordination
- Presentation preparation
- Basic bookkeeping
- Customer support management
- Process documentation Deliverables:
- Detailed weekly reports
- Monthly strategy recommendations
- Performance analytics
- Process improvement suggestions

PREMIUM PACKAGE (\$3,000+/month) All Professional services plus:

- Strategic planning support
- Advanced project management
- Multiple VA support option
- Priority emergency support
- Custom workflow creation Deliverables:
- Real-time reporting
- Quarterly business reviews
- ROI analysis
- Strategic recommendations
- Custom reporting dashboard

1. VALUE-ADD FEATURES (Include with all packages)

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Standard Inclusions:

- Secure communication channels
- Regular check-ins
- Progress tracking
- Document templates
- Process documentation
- Training materials

Quality Guarantees:

- 100% satisfaction guarantee
- Money-back trial period
- Error-free work commitment
- On-time delivery promise
- Confidentiality agreement