



SOUTH WALES VIRTUAL ASSISTANT PACKAGES

(All ad-hoc hours £25 Per Hour)



NEW PACKAGE

Clarity Hour

Clarity Hour was made for entrepreneurs who are in the middle of overwhelm, staring at the growing list of little tasks but struggling to move forward on your bigger projects. This hour is designed to break through that stuck feeling.

We'll work side by side (or screen by screen) whether that means organising, mapping out a plan, helping you delegate, being your body double, or just tackling those annoying jobs that keep weighing you down.

One hour might not clear it all, but that's the point. It's short, focused, and manageable. It's enough time to create momentum and leave you feeling lighter, refreshed and back in control, without the risk of burnout. You'll walk away knowing progress has been made and if more time is needed, we can always build it on. Clarity Hours are prioritised, so you can usually book in within 1-4 working days and get that support exactly when you need it most.

£25 Per Hour
1 Hour



ADMINISTRATION PACKAGES

DIP YOUR TOES IN

Perfect if you aren't sure on what you want to get out of having a VA. Test the waters with a 5 Hours a month and get used to delegating tasks.

£120

5 Hours Per Month

ESSENTIAL

A great way for business owners who know they need extra support but want to keep things lean. Great for handling recurring admin, inbox management, or consistent but light support

£235

10 Hours Per Month



ADMINISTRATION PACKAGES

ELEVATE

A package that is good for entrepreneurs who are ready to free up more time and focus on growth in other areas.

Perfect for delegating bigger projects, more involved admin, or a mix of business and personal support.

£345

15 Hours Per Month

EMPOWER

Perfect for busy business owners who want a seamless extension of their team. Perfect if you're ready to hand off a wide range of tasks, from daily operations to bigger projects, and finally step fully into your CEO role.

£565

25 Hours Per Month



SOCIAL MEDIA SUPPORT PACKAGES

LIGHT PRESENCE

For when you just need a steady, friendly presence and some light creative support

- DM Management - Checked 2x per week
- Comment Engagement - 2x per week
- Hashtag Research - 1 tailored set per month
- Light Caption Writing - 1-2 Captions per week
- Content idea support
- Basic Canva graphics - up to 3 posts per month

£120

5 Hours Per Month

STARTER SPARK

For small biz owners, ready to hand off a chunk of their socials and show up more consistently

- DM Management - Checked 3x per week
- Comment Engagement - 3x per week
- Hashtag Research - 1 Fresh set per week
- Full Caption Writing - 2-4 Captions per week
- Content Idea Generation
- Basic Canva Graphics - Up to 8 Custom posts per month

£235

10 Hours Per Month



SOCIAL MEDIA SUPPORT PACKAGES

GLOW UP

Deeper support and consistent brand presence

- DM Management - Checked Daily (Mon-Fri)
- Comment Engagement - Daily (Mon-Fri)
- Hashtag Research - 2 Sets Per Week
- Full Caption Writing & Batching - 5-6 captions per week
- Basic Canva Graphics - Up to 15 custom posts/stories per month
- Strategy Support - Monthly review or planning session

£345

15 Hours Per Month

Please note: These are **not** Social Media **Management** services. These are support services which are great to help those who just need the extra support, presence or knowledge on social media.



CONTENT CREATION

Show up online without the stress of creating content from scratch. I'll come to you with my iPhone 16 and capture you in action, doing what you do best.

From behind-the-scenes moments to client interactions or showcasing your work, we'll gather authentic footage that truly represents your business.

All content is stored in a shared drive, giving you full access to use it whenever and however you like for your socials. On top of that, I'll create a selection of polished reels from the footage, so you have ready-to-post content at your fingertips.

The best part? You own the library of clips to repurpose again and again, giving you endless ways to keep your online presence fresh.

CONTENT CAPTURE DAY

- **Full day of filming your business in action (iphone 16 footage)**
- **Footage delivered in a shared drive for your use**
- **2-3 polished reels included from the footage**
- **Up to 2 Hours of fillming**
- **Optional Hashtags & captions**

£200