

# SERVICES WE OFFER

## QPA

### Virtual Assistant Services

All administrative tasks including email management, calendar management, document creation, etc

Business administration including client management, day to day business admin tasks, lead generation, etc

Personal assistant including personal tasks including calendar management, shopping, appointment scheduling, etc

**£19.50 p/h**

**Day rate: £180  
up to 10 hours**

### Graphic design services

Including posters, leaflets, business cards etc

### Website Management

Managing and maintaining existing websites

### Legal Virtual Assistant Services

Legal research and writing, managing contracts, commercial law needs.

**£45p/h**

### Online Business Manager

- Sessions with the online business manager to work through the details of your Business strategy.
- Research for the development of your Business Plan ensuring up to date and relevant information is utilised.
- Provide access to a pool of resources and partners relevant to your business and your market.
- Define the business's mission, goals, and objectives.
- Create a Strategic Roadmap, outlining the steps and milestones necessary to achieve business objectives.
- Perform risk management to enhance the business's ability to navigate uncertainties.

**£39 p/h**

**Day rate: £350  
up to 10 hours**

### Website Design and Development

- Front end and back end website development
- SEO optimisation

**Bespoke price**

Last Updated: 8th July 2024

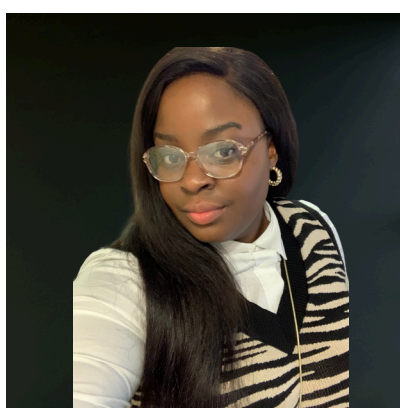
# SERVICES WE OFFER

## QPA

### Virtual Assistant Assistants



Jennifer Okafor



Hope Akinkelly



Joanna Odei-Frimpong

### Online Business Manager



Bernadette Bawuah



# SOCIAL MEDIA SERVICES WE OFFER

## QPA

### Social Media Management Services

- Profile optimisation
- Creating content
- Carousel posts
- Instagram Stories, Reels, Shorts, Tiktok videos
- Caption writing
- Optimised Hashtags
- Scheduling all content
- Monthly audits / reports
- Engagement

#### **QPA - Social Media Management Only** **Social Media Management *with Content*** ***Research and Creation***

**£249 per month**

Each additional social media platform

£40 per month

#### **QPA Clients (with VAs)**

#### **Social Media Management *with Content*** ***Research and Creation***

**£149 per month**

Each additional social media platform

£40 per month