



## Monthly Retainer Package (Basic Plan)

### Description

Are you looking for affordable virtual assistant services? The Monthly Virtual Assistant Retainer Package Basic Plan is designed to offer essential support for business owners needing reliable virtual assistant services

- Basic Plan:\$500/month
  - 15 hours for light administrative tasks.

### What's Included:

1. **Priority Support** â?? Dedicated virtual assistant assigned to your business.
2. **Fixed Monthly Hours** â?? Choose between **20, 40, or 60 hours/month**.
3. **Task Management & Scheduling** â?? Inbox management, calendar coordination.
4. **Administrative & Research Support** â?? Reports, data entry, and document formatting.
5. **Customer Communication Assistance** â?? Email replies, CRM management.
6. **Flexible monthly plans to suit your needs.**
7. **Affordable pricing** â?? pay once a month & focus on growing your business!

Our **Monthly Virtual Assistant Retainer Package Basic Plan** helps you **stay organized and productive** while focusing on business growth. **Sign up today!**

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### Author

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