

RATES

&

PLANS



**ADMINISTRATIVE
SUPPORT PLAN \$450/MONTH**

Part-Time Support of up to 50 hours per month
Calls & Email Management
Spread Sheets
Correspondence
Work Orders / Invoicing
Bookkeeping
Proposals
Calendar Management
HR Assistance & Employment Verification
Internet Research, And More!!!!

**SOCIAL MEDIA
& LEAD GENERATION
\$450/MONTH**

Part-Time Support of up to 50 hours per month
Social Media Management
Social Media Posting & Engagements
Ads Campaigns & Tracking
Email Blasts & Tracking
Database of Lead Contact Information
Manage New Client Inquiries
Follow Up Calls

**BUSINESS START-UP PLAN
\$450/MONTH**

Part-Time Support of up to 50 hours per month
Logo & Flyer Design
Business Card & Brochure Creation
Website / Landing Page Design
Forms & One Pager Design
Social Media Creation
LLC/Sole Proprietorship Formation & EIN #
Business Insurance/Bank Account Research
Licensing & Permits - Research & Apply
Research Target Audience & Best Advertising Avenues
**System Setup Fees such as Website Hosting, Filing Fees, etc.
are not included in plan costs**

HOURLY SERVICES

\$300/ 20-hrs \$450 / 30-hrs \$550 / 40 hrs
Need More?? Contact Us For Additional Pricing

PURCHASE HOURS AHEAD OF TIME AND SAVE!

Mix up any of our services to create a plan that fits your business
needs. Plan hours can be purchased short term or long term.

**HR/CANDIDATE SCREENING
SERVICES - \$450/MONTH**

Part-Time Support of up to 50 hours per month
Application Acknowledgements
Phone Screenings
Interview Scheduling
Employment Verification
Reference Checks
Background Checks & Drug Screens
Onboarding Assistance
Outcome Notifications

STAND-ALONE SERVICES

MLP offers additional services to purchase separately:

Website /Landing Page Design - \$300 - one-time fee
Logos - \$50
Flyer/Business Card/Brochure - \$150 - one-time fee
Job Search Assistance - \$125 per month
Resumes - \$35
Notary Services - \$15 (Free to current clients)
Business One Pagers -- \$60
Correspondence & Spreadsheets - \$60 and up
Database Creation - \$75 and up
AND MORE!!

For information about our services:

Michelle Pressley, Owner

773-226-0788

www.mlpvirtualassistantservices.com

Need help catching up on those routine
duties so that you can focus on CORE TASKS?

Contact us today. Quality Service at a Low
Rate!

MLP VIRTUAL
ASSISTANT SERVICES,
LLC

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