

Services For You

THESE ARE THE 5 AREAS THAT I HAVE BROKEN DOWN FOR OUTSOURCING VIRTUAL ASSISTANT WORK

TECH

WEBSITE
UPDATES

SPECIAL
PLATFORMS

INTEGRATIONS

AUTOMATIONS

MEMBERSHIP
PLATFORMS

TEXTING
CAMPAIGNS

FUNNEL
DEVELOPMENT

SUMMITS

CONTENT & MARKETING

SOCIAL MEDIA
POST CREATION

EMAIL
CREATION

MARKETING
COPY FOR
WEBSITES,
LANDING PAGES

EBOOK
CREATION

MARKETING
STRATEGY

LOGOS

DESIGN

CLIENT CARE

EMAIL
MANAGEMENT

CLIENT
MANAGEMENT

PHONE CALLS
& PERSONAL
TOUCHES

FOLLOW-UP

SEND CARDS

CONTRACTS

PERSONAL
SUPPORT

HR

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**THESE ARE THE 5 AREAS THAT I HAVE BROKEN DOWN
FOR OUTSOURCING VIRTUAL ASSISTANT WORK**

GENERAL ADMIN

DATA ENTRY

**CUSTOMER
RELATIONS
MANAGEMENT
(CRM)**

**FILING &
ORGANIZING**

EDITING

**CALENDAR
MANAGEMENT**

**MICROSOFT
PLATFORM
DOCUMENT
CREATION**

SPECIALISTS

**FACEBOOK AD
CREATION &
MANAGEMENT**

**BOOK
PUBLISHERS**

**BUSINESS
COACHING**

**PLATFORM
TRAININGS**

BOOKKEEPING

LEGAL SERVICES

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NEXT STEPS:

I KNOW IT'S EASY TO LOOK AT THESE, SAY "NOW WHAT?" AND BECOME OVERWHELMED

START WITH MAKING A LIST OF THOSE THINGS YOU ARE DOING OVER AND OVER AGAIN ON A CONSISTENT BASIS.

WHAT TEAM MEMBER DO YOU NEED TO ADD TO DO THIS? PICK 1 FROM THE 5 ABOVE.

THE NEXT TIME YOU DO THIS TASK, CREATE A STANDARD OF PROCEDURE (SOP) WITH A STEP-BY-STEP ACTIONS TO TAKE.

THE BEST WAY TO FIND A GOOD VIRTUAL ASSISTANT IS THROUGH WORD-OF-MOUTH. ASK AROUND AND ON SOCIAL MEDIA AND YOU WILL GET PLENTY OF REFERRALS!

STILL NEED SUPPORT? PLEASE FEEL FREE TO JUMP ONTO MY CALENDAR AND WE CAN CHAT! [SERVICES-FORYOU.COM/PAULAALLEN](https://services-foryou.com/paulaallen)

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Apply for an Open Virtual Assistant Position

I am building a team of dynamic, fun and talented Virtual Assistants and I can't wait to meet you! Some questions may not appear to be relevant to the position you are applying for, but please answer for your skill level as best you can. I hire Virtual Assistants at all skill levels (from beginning to highly experienced). Please don't feel like you need to exaggerate your experience to be utilized as a contractor for this company.

Name *

First Name Last Name

Email *

example@example.com

Phone Number *

Area Code Phone Number

Where are You Located?

What Position(s) are you applying for?

Copywriter

Tech VA

Design VA

Video Creator/Editor

PR Marketing

FB Ads

SEO/Marketing VA

App Developer

Tell me where you saw the posting for this position and what interests you about it.

What is your experience in the virtual assistance world? What have you done so far?

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Copywriter Skills

**You can choose to answer these questions or skip them.

What do you already know?

Marketing Copy

Proofing and Editing

Email Streams

Blogs

Website Copy

Descriptions of Podcasts

Research, Outline, and Write E-Books

Please provide me with any examples you would like me to see of your copywriting skills.

Tech VA

**You can choose to answer these questions or skip them

What do you already know?

Go High Level

Landing Pages

Marketing Funnels

CRM Systems

Wordpress

Website Modifications

Wix

What tools/programs do you use?

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Design VA

**You can choose to answer these questions or skip them.

What do you already know?

Graphic Creation

Newsletter Graphics

Adobe

Social Media Graphics

Website Graphics

Banner Graphics

Canva

Content Repurposing (blog post, e-books, articles, etc)

Please provide examples of what you have done in this field.

Are you comfortable and experienced writing content in English? (proper usage of spelling, grammar, and punctuation)

Are you able to write engaging copy in English to post with graphics?

Video Creator/Editor

**You can choose to answer these questions or skip them

What do you already know?

Intros

Marketing Videos

Outros

Video Editing

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Splice and edit raw video files

Integrate different clips and transitions to keep audience entertained

Add music and other audio effects

Incorporate special effects, such as animated text

Upload videos to YouTube and other Video sharing sites

What tools/programs do you use?

Provide me with any examples of what you have done in this field.

Public Relations VA

**You can choose to answer these questions or skip them

What do you already know?

Source Speaking Engagements

Make Phone Calls

Internet Research

Place Speakers on Podcasts, Radio Shows, Stages

Create Presentations

Networking

Writing Press Releases

Please provide me with any examples of what you have done in this field.

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FB Ads

**You can choose to answer these questions or skip them

What do you already know?

Create Facebook Ads

Manage Ongoing Ad Campaigns

Analyze Data to Optimize Delivery of Ads

Organize Ad Content

Track KPI Goals and Trends

Build Brand Awareness

Expand Into International Markets

Please provide me with any examples of what you have done in this field.

SEO/Marketing VA

**You can choose to answer these questions or skip them

What do you already know?

Optimize page titles, meta descriptions, and keywords

Interlink content throughout a site

Link building and social bookmarking

Research keywords for Industry, to keep content relevant

Maintain content across all online properties

Please provide me with any examples of what you have done in this field.

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App Developer

**You can choose to answer these questions or skip them

What do you already know?

Create initial design and layout options for apps

Build an app wireframe to show how the app will work

Program in various languages such as JavaScript, PHP, jQuery, Node.js, MySQL

Test app on various devices, such as iOS, Android to confirm compatibility

Submit the app and manage it through the iTunes Store and other directories

Please provide me with any examples of what you have done in this field.

A Few Deeper Questions....

What is the wage you are looking for? What amount of hours are you available?

What are your other commitments on your time availability?

Upon becoming a contractor for (Company), you will be required to sign a Non-Disclosure

Agreement (NDA) and Non-Compete Agreement, which means you will keep our clients' information private and will not work with my clients outside of my company.

I will need you to furnish your W-9 tax information if you are in the U.S. Would you be willing to do this?

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Example of DO WE FIT:

You don't fit if...	You're a great fit if...
<ul style="list-style-type: none"> ● You don't have any big dreams to improve your life and are satisfied with your current state. 	<ul style="list-style-type: none"> ● You have big dreams to do more and be more than what is currently showing up in your life.
<ul style="list-style-type: none"> ● You're spinning your wheels in a ho-hum existence but have no ambition to get out. 	<ul style="list-style-type: none"> ● You recognize the slow-death agony of a ho-hum existence and can hardly wait to get out.
<ul style="list-style-type: none"> ● You're okay with being mediocre. 	<ul style="list-style-type: none"> ● You're eager to always be your best.
<ul style="list-style-type: none"> ● You blame other people for any problem that shows up and expect them to fix it. (Victim Complex) 	<ul style="list-style-type: none"> ● You take responsibility for any problem that shows up and try to fix it, even if it wasn't your fault.(Victor Mentality)
<ul style="list-style-type: none"> ● You already know it all. 	<ul style="list-style-type: none"> ● You are willing to learn and ACT on it.
<ul style="list-style-type: none"> ● You dwell on the negative. 	<ul style="list-style-type: none"> ● You look for the positive.
<ul style="list-style-type: none"> ● You don't want to spend money on improving yourself even if that means staying stuck where you are, indefinitely. 	<ul style="list-style-type: none"> ● You understand the importance of investing in your personal growth so you can become the best version of yourself.
<ul style="list-style-type: none"> ● You are a whiner. 	<ul style="list-style-type: none"> ● You are a winner.

DO WE FIT

You don't fit if...	You're a great fit if...
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●
●	●

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VIRTUAL ASSISTANT CONTRACT and NON-DISCLOSURE AGREEMENT

This working Agreement (“Agreement”) is made [DATE] between Your Name, Your Business Name, and [CLIENT NAME].

In this Agreement, the party who is contracting to receive the services shall be referred to as the “Client” and the company who will be providing the services shall be referred to as the “Service Provider”.

1. **DESCRIPTION OF SERVICES.** Beginning on [DATE, YEAR] Service Provider will provide the following services (collectively, the “Services”), including but not limited to:

- Agreed upon task
- Agreed upon task
- Agreed upon task
- Other Virtual Assistant tasks that help to manage the flow of the business.

If the service is a project/package service, list exactly what is included and take up the “but not limited to” in the description above.

Weekly (30 min) or bi-weekly (60 min) check-in and accountability calls as accountability for both Client and Service Provider to move forward.

2. **SERVICE LOCATION.** The Service to be provided under this Agreement shall be performed at the Service Provider’s place of business. (i.e. Home Office)

3. **SCHEDULE AND DAYS OFF.** Service Provider Assistance is generally available to provide Services 5 days per week. The Service Provider resides in the Pacific time zone. Service Provider does not accept calls or communication on Sundays.

4. **PAYMENT FOR SERVICES.** Client will pay compensation to Service Provider for the Services at a rate of \$XX per hour of service, broken down by the minute in Teamwork (Service Provider’s project management system). This compensation shall be paid in the form of pre-paid blocks of time in the increments of 5, 10, or 20 hours of Virtual Assistant services.

[Name of Project, i.e. Website build in Kartra]: Client will pay compensation to Service Provider for the Services at a rate of \$XX amount. The terms of payment that will be in effect are: [i.e. This project will be broken down into 3 payments. Payment #1 is due before the project begins. Payment #2 is due 3 weeks into the project. Payment #3 is due within 3 days of the completion of the project, or in 6 weeks if the project continues past this timeframe]

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5. TERM/TERMINATION. Either party may terminate this agreement upon 14 days written notice to the other party. Provided, however, that each party may terminate the Agreement immediately without prior notice in the event of a breach of this Agreement by the other party.

6. NON-DISCLOSURE. Service Provider shall not directly or indirectly disclose to any person other than a representative of Client at any time either during the term of this Agreement or following the termination or expiration thereof, any confidential or proprietary information pertaining to Client, including but not limited to customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets.

7. RELATIONSHIP OF PARTIES. It is understood by the parties that Service Provider is an independent contractor with respect to the Client and not an employee of the Client. The Client will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Service Provider.

8. WORK PRODUCT OWNERSHIP. Any works copyrighted, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part in Service Provider in connection with the Services shall be the exclusive property of the Client. Upon request, Service Provider shall sign all documents necessary to confirm or perfect the exclusive ownership of the Client to the Work Product.

9. LIABILITY. Service Provider will not be liable for loss, damage or delay of Client's project due to circumstances beyond Contractor's control. Such circumstances may include (but are not limited to) acts of God, public unrest, power outages, and inability to contact Client. In the event of such loss, damage or delay, Service Provider will make every effort to notify Client immediately.

10. CONFIDENTIALITY. Service Provider will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Service Provider, or divulge, disclose or communicate in any manner any information that is proprietary to the Client. Service Provider will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Service Provider will return to Client all records, notes documentation and other items that were used, created, or controlled by Service Provider during the term of this Agreement with the exception of items purchased by Service Provider and not reimbursed by the Client.

11. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

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CLIENT

Signature of Representative:

Name, Title:

Company Name:

Date:

SERVICE PROVIDER

Signature of Representative:

Name, Title:

Company Name:

Date:

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SOP TITLE

Created By: [Name]

Last Update: [Date]

Overview of Task:

When:

Person | Roles for this Task

- {ROLE NAME} - {PERSON NAME}
- {ROLE NAME} - {PERSON NAME}

Assets Needed:

- Programs used in this task
- Logins needed

Step-by-Step Process:

1. XXX
2. XXX
3. XXX

Video of Process: [record a video of the process walking through exact steps (use zoom or loom)]

When To Mark Complete:

Links/Docs/Media Associated with this task: