



SM Virtual Solutions

Professional support with a personal touch

2025
Price Guide

SMVIRTUALSOLUTIONS.CO.UK

Hello & *Welcome*



Contact Details:

www.smvirtualsolutions.co.uk

SMvirtual-solutions@outlook.com

Understanding This Service Guide

The goal of this guide is to provide a smooth and insightful overview of the services I offer. I firmly believe that an informed client is an empowered one, and I have crafted this document with that principle in mind.

Whether you are experiencing my services for the first time or are a returning client, this guide is intended to address your questions, clarify my offerings, and ensure that each interaction is both seamless and insightful.

My clients also quickly come to realise that I understand the pressure of masking in the workplace, and I not only invite but encourage those I work with to come as their authentic selves. Let's put our energy into what truly matters!

Mixed Rolling Monthly Packages

Starter Package

Ideal for startups and small businesses to get things rolling.

- ✓ Up to 10 hours/month
- ✓ Weekly Inbox Cleanse
- ✓ 1 blog post OR 1 newsletter- up to 3 revisions images sourced or your images optimised
- ✓ Monthly bookkeeping (invoicing + expense recording) max 50 transaction
- ✓ Up to 30 minutes of audio typing per month- e.g. meeting minutes from recording

01



£300/Month

02



£600/Month

Growth Package

Ideal for growing businesses who need that helping hand whilst they scale up

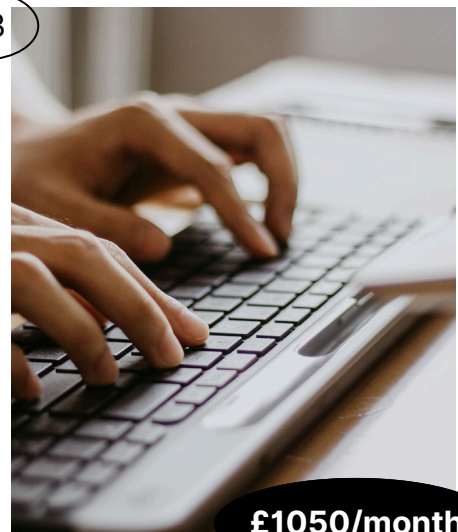
- ✓ Up to 20 hours/month
- ✓ Daily inbox cleanse (approx 30 min/day)
- ✓ 2 blog posts & 2 newsletters- max 3 revisions, images sourced or yours optimised
- ✓ Bookkeeping (invoicing, expense recording + reconciliation)
- ✓ Up to 1hr of audio typing per month- e.g. meeting minutes from recording
- ✓ Social media scheduling 3 posts/week- content provided by you

Advanced Package

Ideal for growing businesses that have 20+ employees or require more support

- ✓ Up to 35 hours/month
- ✓ Daily inbox cleanse & calendar management
- ✓ Weekly blog & newsletter creation-up to 3 revisions, images sourced or your images optimised
- ✓ Basic bookkeeping (invoicing, expense recording, reconciliation and reporting)
- ✓ Up to 2hrs of audio typing per month- e.g. meeting minutes from recording
- ✓ Social media scheduling 5 posts/week- content provided by you
- ✓ Proofreading and formatting up to 3 hours

03



£1050/month

All packages include a discovery call up to 1 hour, additional meetings charged at £30/hour



Service Based Rolling Packages

Inbox Zen

Email Management

STARTING
FROM/

£250/month

- Daily email triage (Mon–Fri)
- Tagging & filtering setup
- Drafting responses or templates
- Unsubscribe/clean-up
- Priority flagging system

VA Bookkeeping

Admin & Finance

STARTING
FROM/

£300/month

- Invoicing (creation + tracking)
- Basic reconciliation
- Expense recording
- Monthly income/expense summary

Content VA

Writing & Publishing

STARTING
FROM/

£400/month

- 2 blog posts (600–800 words)
- 2 newsletters
- Upload & format in blog/email platforms
- Light Search Engine Optimisation

Social Sidekick

Social Media

STARTING
FROM/

£350/month

- 12 posts/month (captions + hashtags)- you provide content & images for optimisation
- Basic graphics (Canva)
- Scheduling (Meta, Buffer, etc.)
- Monthly insights report
- If image sourcing required +£30 per 12 images

Transcript VA

Audio Typing

STARTING
FROM/

£200/month

- Up to 2 hours of audio typing
- Timestamped and proofed transcripts
- Choice of style: Verbatim or clean text
- Delivery in .docx or PDF

Optional Add-ons:

- Rush delivery (<24hr): +£25
- Extra audio: £50/hour



Project Based One- Off Packages

Inbox Overhaul

STARTING
FROM/

£150

- Up to 1000 emails- additional emails charged at £10 per 50 emails
 - Email folder/tag system setup
 - Rules & filters applied
 - Unsubscribe + clean-up
 - Tips for staying organised
-

System Reset

STARTING
FROM/

£200

- Organise files (Drive, Dropbox, etc.)
 - Clean up Customer Relationship Management system or client list
 - Update templates
 - Digital to-do list setup (Notion, Asana, etc.)
-

Launch Content Prep

STARTING
FROM/

£500

- 3 promo emails
 - 3 social posts (caption + image)
 - 1 launch blog post
 - Calendar layout of content
-

Document Polish & Format

STARTING
FROM/

£100

- Proofread up to 5 documents (up to 15 pages total)
 - OR up to 10 presentation slides
 - Formatting for consistency and clarity
 - Conversion to branded PDF if needed
 - Each additional slide/page charged at £10
-

Quick Transcribe

STARTING
FROM/

£75

- Up to 1 hour of audio
- Clean and formatted transcript
- Delivered within 2 business days

Optional Add-ons:

- Rush delivery (<24hr): +£25
- Extra audio: £50/hour



Executive Function Boost

Support specifically tailored for neurodivergent entrepreneurs, particularly those with ADHD or Autism, or those who benefit from structured yet gentle guidance.

What's Included:

1. Weekly Planning Calls (30 mins)

- Set clear priorities and tasks for the week.
- Identify and manage deadlines and critical tasks.

2. Inbox Triage

- Emails sorted clearly into categories of urgency.
- Regular maintenance to reduce overwhelm and ensure nothing critical is missed.

3. Co-working (Body Doubling) Sessions

- Virtual sessions via Zoom or preferred method to facilitate task completion and accountability.
- Gentle, supportive presence to keep motivation and focus.

4. Voice Note Check-ins

- Quick, stress-free updates and reminders.
- Flexible, friendly communication aligned with individual preferences.

Benefits:

- Reduced overwhelm
- Improved clarity and task prioritisation
- Increased productivity and emotional calm

Add on
or
stand alone
package
£250/month



READY TO START A New Project?

If you've got a clear vision and are eager to
kickstart your project, let's dive in!

Send me an email with a brief explanation of which services/packages you
are interested in and we can book your discovery call.

SMvirtual-solutions@outlook.com

If you're still in the exploration
phase, are after a service/project not
listed or have more questions, no
worries at all.



Send any questions you have at:

SMvirtual-solutions@outlook.com