

Talei – Virtual Assistant Pricing

("You", the Client has options, and "I" am paid for my value and time)



Choosing the right support for your business is an investment in your time and value. Below is a simplified guide to how we can work together, whether you need ad-hoc assistance or a structured project.

1. Hourly Rates:

For ongoing support or casual tasks, services are billed at the following rates:

- **Standard Support** | \$65 per hour
 - Includes administrative tasks, data entry, and email management.
 - **Specialised Support** | \$80 per hour
 - Includes property management, financial reporting, IT troubleshooting, and interior décor consulting.
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2. Project-Based Estimates

For specific goals or one-off setups, I provide a total project estimate based on the anticipated workload and the nature of the tasks involved.

How it's calculated:

- **Task Breakdown:** We identify which parts of your project fall under Standard (\$65/hr) or Specialised (\$80/hr) rates.
- **Time Projection:** We estimate the total hours required, including a buffer for unexpected details.
- **Total Sum:** The hours are multiplied by their respective rates to give you a clear, upfront cost.

Example Project: Financial Reporting System Setup

- **Research & System Configuration:** 8 hours (Specialised) @ \$80/hr = \$640
- **Data Migration & Training:** 6 hours (Standard) @ \$65/hr = \$390
- **Estimated Project Total:** \$1,030 (Project totals can be rounded to a clean figure, such as \$1,000 or \$1,050, for simplicity).