YOUR  
LOGO

**COMPANY NAME**

VIRTUAL ASSISTANT RETAINER PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide virtual assistant (VA) services under a retainer agreement. We specialize in delivering professional, reliable administrative and support services to help businesses manage their operations efficiently.  
  
This proposal outlines our approach to supporting [Client Name] with ongoing virtual assistant services.

# Project Objectives

The primary goals are:  
  
- Provide consistent and reliable virtual assistant support  
- Enhance productivity by handling administrative and operational tasks  
- Offer flexible and scalable support based on business needs  
- Ensure seamless communication and task management

# Proposed Services

Our virtual assistant retainer services include:  
  
- Calendar and email management  
- Data entry and document preparation  
- Customer service and client communication  
- Social media scheduling and coordination  
- Travel arrangements and booking management  
- Research and reporting  
- General administrative support

# Scope of Work

Scope includes:  
  
- Initial consultation to define support requirements and priorities  
- Assignment of dedicated virtual assistants  
- Regular reporting and performance tracking  
- Flexible hours allocation based on retainer package  
- Ongoing communication and task updates

# Timeline

Proposed service timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Onboarding & Setup | Define tasks, tools, and communication channels | [Start Date] |
| Ongoing Support | Provide daily/weekly virtual assistant services | [Ongoing] |
| Monthly Review & Adjustments | Review performance and update priorities | [Monthly] |

# Pricing

Estimated cost breakdown for virtual assistant retainer services:

|  |  |  |
| --- | --- | --- |
| Retainer Package | Hours Included | Monthly Fee |
| Basic | 20 Hours | [Amount] |
| Standard | 40 Hours | [Amount] |
| Premium | 80 Hours | [Amount] |
| Additional Hours | Billed per hour beyond package | [Rate] |

# About Us

[Your Company Name] is a professional virtual assistant service provider, helping businesses streamline their operations with reliable remote support.  
  
- Experience: [X] years in virtual assistant services  
- Expertise: Administrative support, customer service, social media management  
- Mission: To provide efficient, cost-effective support that enables businesses to focus on growth and core activities

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Ongoing VA support for a small business owner  
- Outcome: Improved task management and reduced operational workload  
  
Testimonial:  
“[Your Company Name] has been an invaluable support system, managing my daily operations seamlessly.” — [Client Contact]

# Terms and Conditions

Payment Terms: Monthly retainer, payable at the start of each billing cycle.  
Service Scope: Includes assigned hours, task categories, and availability.  
Client Responsibilities: Provide access to necessary tools and clear task instructions.  
Adjustments: Additional hours or services beyond the retainer are billed separately.

# Acceptance

To approve this virtual assistant retainer proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_