



# MEET YOUR NEW BUSINESS SIDE KICK

*Let's Get Started*





# HEY, I'M ANGEL

I'm Angel, a Sydney based Virtual Assistant supporting busy business owners, founders and professionals who are ready to hand over the admin and reclaim their time.

With a background in corporate and executive support, I know what it takes to keep things running smoothly behind the scenes and I bring that same level of structure, clarity and professionalism to every client I work with.

Whether you're a CEO, a real estate agent, a creative, or a growing service-based business, I step in to help you stay focused on what you do best - while I handle the inboxes, scheduling, client comms, system and admin that keep your business moving.

# YOU'RE IN THE RIGHT PLACE IF YOU'RE:

- Time poor and wearing too many hats
- Ready to delegate (but want it done right)
- Looking for a VA who's proactive, reliable and gets sh\*t done
- Serious about growing your business without burn out

## HERE'S HOW I CAN HELP YOU & WHAT SUPPORT LOOKS LIKE:

- Calendar and inbox management
- Meeting scheduling
- Proposals and client onboarding
- Document Clean-up
- Admin organisation
- Systems and workflows
- SOP Creation and support
- + Anything else that helps you run smoother behind the scenes

*You tell me what you need done.  
I get to work making it happen.*

**Simple, reliable support that moves  
with your business.**







# VA SUPPORT PACKAGES

01

## ESSENTIALS

For when you need a little support each week.  
3hrs per week  
\$212.50/week or \$850/month (save \$110)

02

## GROWTH

*Most popular*

A solid amount of ongoing support for business owners.  
5hrs per week  
\$375/week or \$1500/month (save \$100)

03

## EXECUTIVE

Full admin partner support  
10hrs per week  
\$700/week or \$3000/month (save \$200)

## ONE-OFF PROJECT SUPPORT

Ideal for quick clean-ups, setup tasks, inbox resets, proposal edits or one-off admin jobs. Useful if you need support without committing to a package. \$80/hour

If this sounds like you and you're keen to get started or want to find out more info. Book a free call or send me a message.

**BOOK A CALL**

*Angel xoxo*