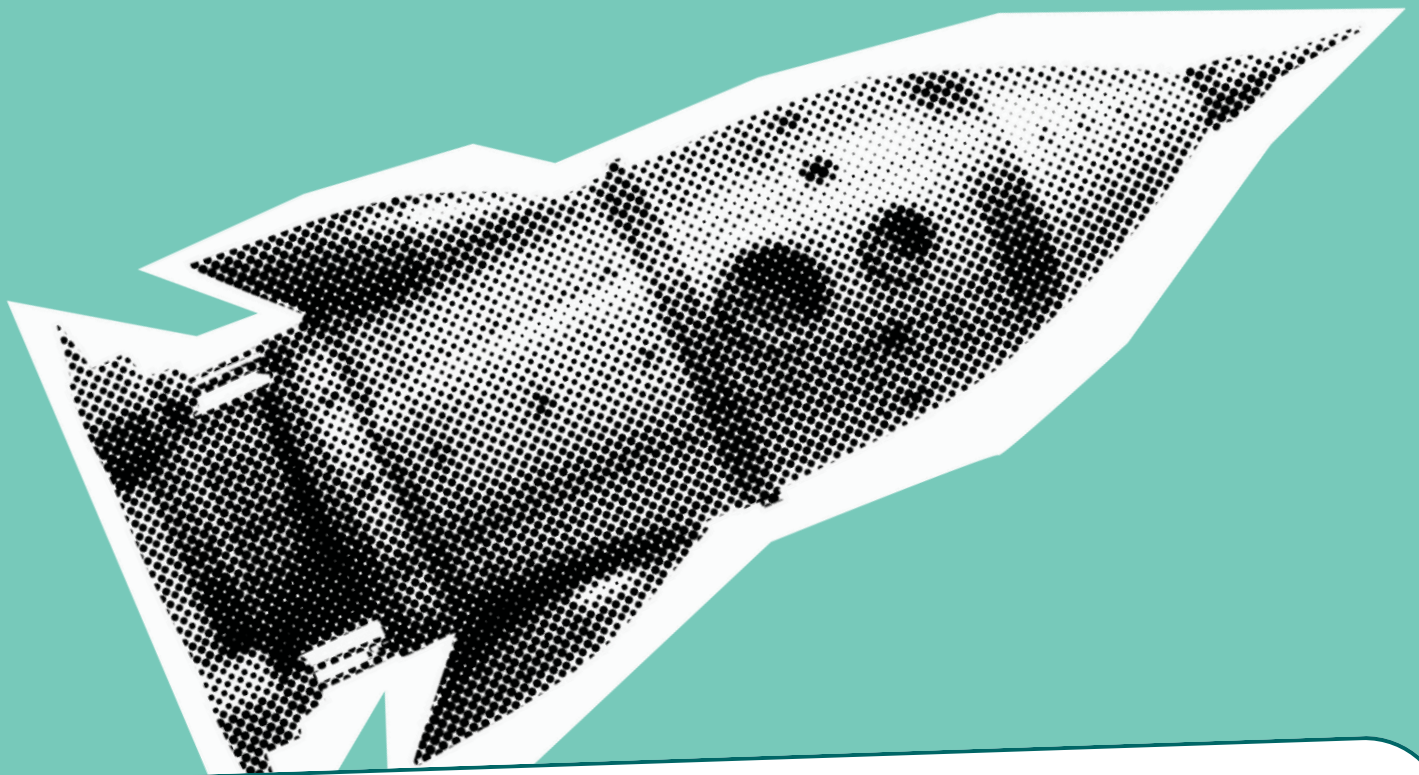
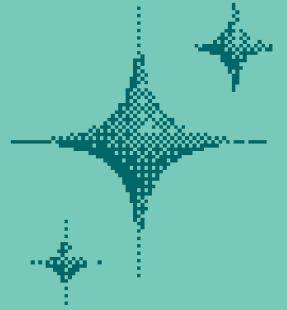


Get out of the weeds with our

# VIRTUAL ASSISTANT SERVICES



**Supercharge Your Business**

Let us help lighten your workload so you can focus  
on what matters most!

Meet Your  
**Virtual  
Assistant**

**Team**



**Amanda  
Patrick**

Amanda brings over 18 years of business experience, from producing large scale tradeshows & events to having scaled her own construction company from a \$500 investment to over \$3 million in annual revenue. Specializing in operations, project management, and efficiency, Amanda offers tailored virtual assistant solutions to help businesses streamline workflows, save time, and achieve their growth goals.



**Sonia  
DiBiase**

Sonia is a seasoned professional with over 10 years of experience in event coordination and business operations, along with a diverse background in real estate, construction, beauty, and the baking/food industry. Her expertise in planning, organization, and process optimization ensures seamless execution, helping businesses stay efficient, organized, and focused on their goals.

# What is a Virtual Assistant?

A Virtual Assistant works remotely to handle tasks like managing emails, organizing your calendar, and scheduling social media. By taking these responsibilities off your plate, a VA frees you to focus on growing your business, serving clients, and spending time on what truly matters—all without the overhead of in-house staff!



## Cost Effective

Pay only for the help you need. No extra costs like office space or benefits.

## Efficient & Flexible

Quick & easy setup—no lengthy hiring process, extra paperwork, or long-term commitments.

## Access to Expertise

Specialized skills tailored to your needs. Creative solutions & modern insights.

## Scalable

Scale easily as your business fluctuates, save time, and stay focused on top priorities.

# What are the cost benefits of hiring a VA?

- ✓ Reduced Overhead Costs
- ✓ Flexible Payment Options
- ✓ Lower Employee Expenses
- ✓ Increased Efficiency for less

Get in Touch



hello@ladrconsulting.com

LADR  
CONSULTING

GET YOUR TIME BACK, SAVE MONEY, REDUCE STRESS



# BENEFITS OF A VA TO YOUR BUSINESS

01

## Productivity & Time Management

**30% of business owners** spend over 20 hours a week on administrative tasks instead of growing their business.



02

## Cost Savings

Hiring a virtual assistant can **reduce operating costs by up to 78%** compared to hiring a full-time employee with benefits, office space, and equipment.



03

## Business Growth & Efficiency

Small businesses that use a Virtual Assistant see an average **15% revenue growth** due to better time management and task delegation.



04

## Stress Reduction

**62% of small business owners** say they feel **overwhelmed** by their workload. Delegating tasks to a virtual assistant significantly reduces stress and burnout.



05

## Flexibility

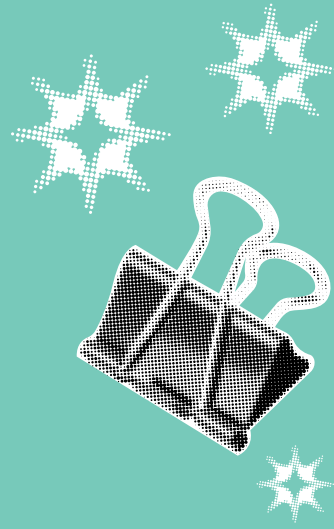
**85% of businesses** that use virtual assistants appreciate the flexibility of **scaling up or down** based on their needs, without long-term commitments.



# LET'S TALK!

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# List of VA Services

**Delegate the stuff you can't stand doing!**

**We Can Take the Following Off Your Plate:**



**Administrative Support**



**Customer Service**



**Social Media Management**



**Project Management**



**Sales & Marketing Support**



**Event Planning & Execution**



**Personal Assistance**



**Company Playbooks**



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# Breakdown Of Our VA Services



## 1. Administrative Support

- Managing emails and inbox organization
- Scheduling appointments and managing calendars
- Preparing reports, presentations, and documents
- Data entry and management

## 2. Customer Service

- Responding to customer inquiries via email, chat, or social media
- Managing customer feedback and reviews
- Tracking and resolving customer issues

## 3. Social Media Management

- Scheduling and posting content on social platforms
- Engaging with followers and responding to comments/messages
- Monitoring analytics and performance metrics
- Creating captions, graphics, or basic content

## 4. Project Coordination & Management

- Tracking deadlines and task progress
- Communicating updates to team members
- Creating and maintaining project documentation
- Working with clients throughout the lifecycle of the project including communications, customer service & support

# Breakdown of Services

Continued...



## 5. Sales Support

- Following up with leads via email or phone
- Maintaining CRM systems
- Scheduling meetings or demos

## 6. Event Planning & Organization

- Finding & Booking vendors, venues and suppliers
- Coordinating with speakers, sponsors and attendees
- Creating event schedules and timelines
- Managing invitations, RSVP's and guestlists
- + much more!

## 7. Personal Assistance

- Making travel arrangements
- Managing personal errands (virtually) or reminders
- Researching services, vendors, or products

## 8. File and Document Management

- Organizing cloud storage systems (Google Drive, Dropbox, Sharepoint, etc.)
- Creating and maintaining digital filing systems

## 9. Marketing Support

- Writing and sending newsletters or email campaigns
- Conducting market research
- Creating basic marketing materials (flyers, brochures)

# Flexible Pricing Options

We offer hourly packages or custom pricing, tailored to suit your needs.

Month to Month  
Cancel at  
Anytime!



**10 HOUR PACKAGE**

STARTING AT

**\$399**



**20 HOUR PACKAGE**

STARTING AT

**\$699**



**30 HOUR PACKAGE**

STARTING AT

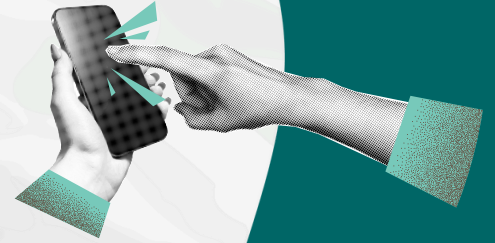
**\$1200**

For larger or more customized projects, we offer flexible pricing tailored to your unique needs. Connect with us to discuss how we can support your business on a bigger scale!

**LET'S TALK!**



Hire Us As Your  
**Virtual  
Assistant**



**Team!**



Amanda  
Patrick



Sonia  
DiBiase

**READY?**

**Isn't It Time  
To Take Action on  
Growing Your Business?**



Email  
[hello@ladrconsulting.com](mailto:hello@ladrconsulting.com)



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