

CREEDAVA

Virtual Assistant Services for You!

**Designed by
Professionals for Professionals**



**How much time do you
spend in admin work?**

vs.

**Acquiring clients and
growing?**

Do what you do best! Let our **VirtualAssistants** handle all your back end services!

- Calendar Management
- Inbound/Outbound calls & messages General servicing & onboarding Online-portal support
- Scheduling
- Retention
- Client Onboarding
- Payment reminders
- Appointment setting
- Data entry & data hygiene
- Administrative tasks
- Potential new client follow ups

As low as \$1499 per month!

Dedicated **Full-Time** Virtual Assistant
Integrated in to your **unique business**

- ✓ College-educated Years of
- ✓ customer service experience
- ✓ Native English speaking Bilingual
- ✓ with Spanish available Daily/Weekly
- ✓ Progress Reports Integrates into
- ✓ normal US business hours Security
- ✓ Monitoring and Management

Software with VPN

(optional)

Included:

- ✓ Modern Computer
- ✓ Noise-Cancelling
- ✓ Headset High-Speed
- ✓ Internet Productivity Tools



In just a few sessions your Client Success Manager will create a **detailed documentation** for the VA's workflow!

The standard operating procedure will allow us to Integrate your VA immediately and allow you to grow seamlessly in the future.

Let's get Started!

Next steps:

1. Meet us
2. Digital contract signing
3. Meet the VA
4. We'll create & service your
“Agency SOP”
5. We'll have your VA going for you in
just a few days!

Reach out today and meet us

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