

VIRTUAL ASSISTANT SERVICES

Running a business requires time, focus, and efficiency. Sadonté's Virtual Assistant Services give you the support you need to manage daily operations while you focus on growing your business. Our team provides reliable, professional, and confidential assistance tailored to your unique needs.

Services include

- **Administrative Support:** E-mail and calendar management, document preparation, typing and data capturing.
- **Customer Support:** Responding to client enquiries, follow-ups, and call handling.
- **Business Support:** Research, report drafting, tender assistance and compliance matters.
- **Financial Administration:** Basic bookkeeping, invoicing and payment follow-ups.
- **Marketing Support:** Social media management, content scheduling and online engagement.
- **Project Assistance:** Coordinating tasks, preparing presentations and progress tracking.
- **Personal Assistance:** Travel arrangements, appointment scheduling and lifestyle admin.
- **Procurement and Inventory:** Ordering of office and operational supplies, Scheduling and coordinating equipment/machinery maintenance; Managing vendor and supplier relationships and stock-taking and inventory updates.

Ideal for entrepreneurs, startups and small businesses who need a roadmap to success or want to present a solid case to investors, banks or funding institutions.

Starter Package (10 hrs per month) R1,500

Ideal for entrepreneurs and small businesses needing light admin support.

Business Package (30 hrs per month) R2,500

Designed for growing businesses that require consistent virtual support.

Premium Package (70 hrs per month) R5,000

Designed for growing businesses that require consistent virtual support.

Custom Solutions determined by client QOR

May include graphic design and website services as well as any business support service required by the client, which may not be listed.