

THE MINDFUL VIRTUAL ASSISTANT



# Services & Pricing Guide

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The Mindful Virtual Assistant

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# HEY THERE, I'M JENN!

I created The Mindful Virtual Assistant after years of working in corporate. The structure I saw was essential to running a business and I wanted to bring that same feeling to overwhelmed small business owners.

As a former life coach and a current small business owner, I know how important it is to have systems that work. Plus, when you add a touch of mindfulness, magic happens. Over the years, I've developed proven systems that manage all aspects of business, keep operations running smoothly, and give you back more precious time in your life.

I specialize in admin support, creating systems that boost efficiency, and figuring out the puzzle I call back end operations. Plus, I offer email marketing, as well as consulting and strategy.

I'm excited for the opportunity to work with you, help you create a framework that fits, and watch your business grow!

*Jenn Mullen*



# HOW TO GET STARTED

## 1 LET'S CHAT!

We get on a Zoom call and get to know each other. And I get to learn how I can best serve you and your business!

## 2 MAKE IT OFFICIAL!

If we hit it off, I'll send a proposal with all the specifics for you to review. Or we can skip to the good part (AKA the Services Agreement).

## 3 MAKE YOUR PAYMENT

Once you've signed on the dotted line, I'll send an invoice for you to make your initial payment.

## 4 THEN WORK BEGINS

Once your invoice is paid, we start with a kick-off call to discuss all the details of the project and make sure I have access to all the necessary systems.



*Get in Touch*

hello@jennmullen.com

508.257.1817

IG: @themindfulvirtualassistant

Office Hours

M-F 9am - 3pm

# Efficiency Essentials

## ADMIN SUPPORT

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Want to reclaim your inbox and say goodbye to your overbooked calendar? Then this package is for you!

### Inbox Support

I'll start with an audit to see exactly where your inbox stands (Promise, no judgement!). Then, I'll clean up the spam, unsubscribe to unwanted emails, create labels for emails you want to archive and keep. Plus, I'll share recommendations for rules to keep everything neat and tidy. The goal is to get you to Inbox Zero each week, so you can focus on what matters most.

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### Calendar Support

Similar to Inbox Support, I start with an audit to spot any scheduling hiccups and gaps. Then, we'll create a color-coding system for easy identification of events and use time blocking to boost your productivity. I'll keep watch for any new invites and update you daily your schedule. Plus, I'll make sure your personal and business calendars are integrated so you only have to go to one place to see everything and avoid conflicts.

*Starting at \$795/month\**

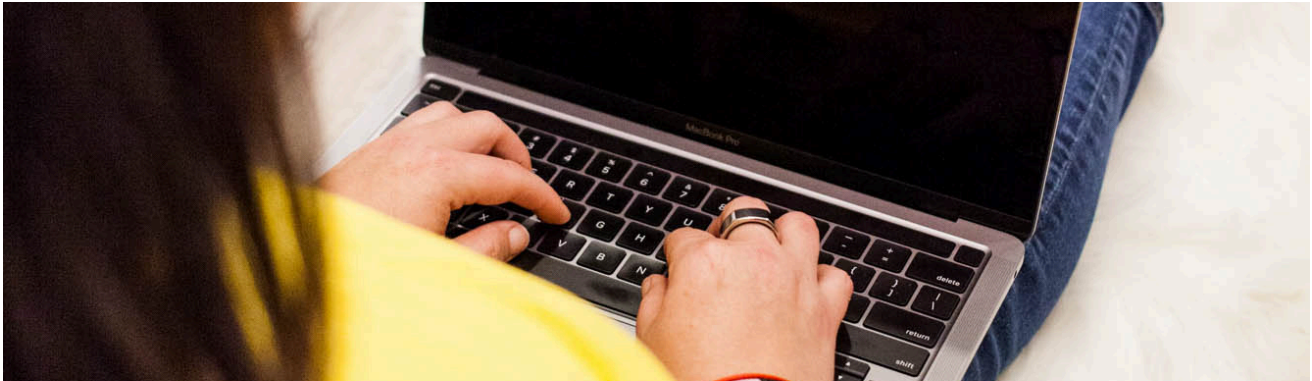
\*90-day retainer required | Add-ons available

**I NEED AN ADMIN!**



# Streamline & Simplify DIGITAL ORGANIZATION

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Keep losing important files? Bring order to your business' data assets and boost your teams' productivity.

## Structured Systems

Whether you use Canva, Google Drive, or Dropbox, your file systems need to be organized. I'll review your systems to get a sense of what you actually have and come up with a structure that works. From using the right naming conventions to having a foolproof folder system, I'll make sure it's streamlined and easy to use. Plus, I'll provide you with personalized coaching and video tutorials to make sure your team has the resources they need to move forward.

No more hunting for files! Just a calm, organized digital space that supports you throughout every step of your business.

HELP ME GET  
ORGANIZED!

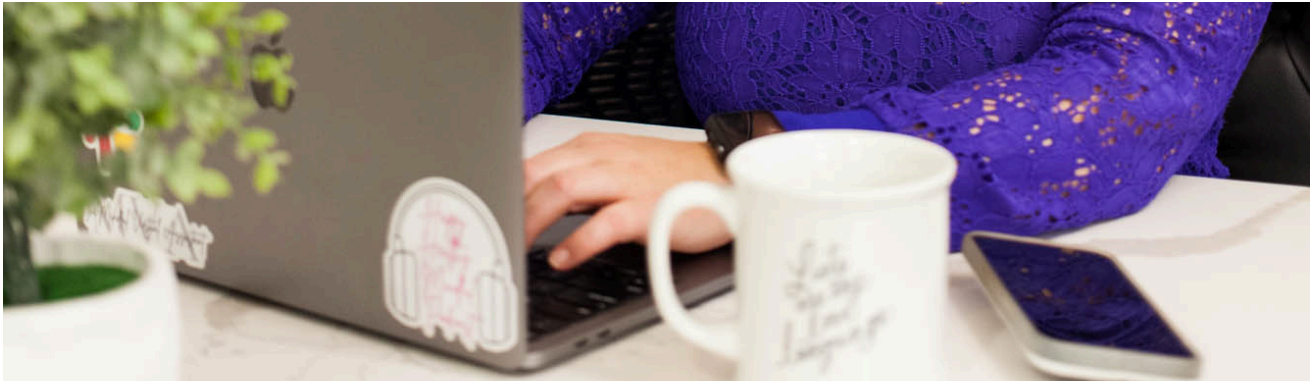
Starting at \$895\*

\*Add-ons available

# Connected Communication

## EMAIL MARKETING

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Can't think of what to say to your subscribers? I've got you!  
Together, we can craft emails your audience can't wait to open, read and engage with.

### *Optimized Email Marketing*

If you haven't started email marketing, NOW is the time! Whether you have a current email service provider or don't have one at all, we'll find one that fits your needs and make sure everything is set up right. From your segmentation to your tagging, I'll make sure you have consistent naming conventions to keep everything organized so your audience stays tight.

Together, we'll write the initial copy and make sure it speaks to your subscribers' wants and needs using your voice. The base package offers a maximum of two (2) emails per month, each with up to three (3) revisions.

Plus, I'll resend any unopened emails to non-openers within 72 hours to help maximize your reach! And fine tuning your emails will be a breeze with a review of analytics regularly.

*Starting at \$595/month\**

\*90-day retainer required | Add-ons available

GIVE MY EMAILS  
A BOOST!

# Streamlined Systems

## OPERATIONS SUPPORT

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Need to streamline your back end operations? I can help you make sure your systems fit you needs and they work.

### *Website, Tech & Systems*

I provide comprehensive back-end operations support to help manage all the moving parts of your systems that you don't necessarily think about. From setting up and maintaining your CRM to ensuring the integrations between tools are seamless, I can handle the tech so you don't have to.

Together, we'll decide which areas need the most attention. Then, after an initial audit, I'll begin updating your systems to increase efficiency. Plus, we'll work together to create optimized workflows and standard documentation for future reference.

With your systems streamlined and optimized, your business will be set up for sustainable growth, making it easier to scale and operate with efficiency and confidence.

*Starting at \$995/month\**

\*90-day retainer required | Add-ons available

**I NEED A TECHIE!**

# Hourly Packages

Need a variety  
of services?

No problem!

Purchase a bulk of  
hours and I'll be ready  
to assist you with any  
of the services I can  
provide, whenever  
your business needs  
the support.\*



\*Minimum of 10 hours required. Hourly packages based on a rate of \$40/hour. Hours must be used within 90 days.

BOOK YOUR  
DISCOVERY CALL!



# Testimonials

MVA IS SUCH AN AWESOME RESOURCE!

Jenn's love for helping small businesses is shown by how meticulous she is with the details and wanting to make sure everything is running smoothly for you. I love working with Jenn and I am so happy to have found her, as she has helped me immensely! I highly recommend hiring The MVA if you are a small business, especially if you need that extra hand with running things - you will not be disappointed!

- *Jamie D.*

Girl, you have no idea how thankful I am for you!

- *Alex B.*

HIRING MVA HAS BEEN A PIVOTAL DECISION!

Jenn's proactive approach, keen attention to detail, and seamless communication have greatly enhanced the efficiency of our daily operations. From managing our social media presence, to handling our website and more, MVA has become a vital asset, allowing us to focus on growth. Jenn's professionalism and organizational skills provide invaluable peace of mind. Highly recommended for any business looking to streamline operations and maximize productivity.

- *Nikki S.*

# THANKS FOR EXPLORING MY SERVICES & PRICING GUIDE!

Just know, I am cheering you on for taking a moment to consider your options for support in your business. And I'm honored that you're considering me for your virtual assistant! By bringing organization, efficiency, and creativity to every aspect of your business, you'll be able to grow beyond your wildest dreams. From having a streamlined inbox and calendar to optimizing your systems for longterm growth and even captivating your audience in your emails, I'm here to help you and support your business.

Now's your chance to reclaim your time and focus on what truly matters. With a dedicated, personalized approach, my goal is to make your life easier, your business run smoother, and your brand shine brighter.

Don't hesitate to reach out! I'm excited for the chance to work with you and helping you make your vision a reality.

*Jenn Mullen*

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