

## Monthly Virtual Assistant Services Bundle for MK Sales Directors

The **Virtual Assistant Services Bundle** is design to free up your time so you can focus more on your **Income Producing Activities**. The services listed are the most common administrative tasks for sales directors, however your VA Service Bundle can be customize to your specific needs.

### Status Postcards (A3, I3)

Postcard custom designed\* with your preferred wording - Mailed by 10th of each month

### Consultant Birthday & Anniversary Cards

Postcard custom designed\* with your preferred wording - Mailed by 5th of each month

### Customer Birthday Postcards

Postcard custom designed\* with your preferred wording/ discount - Mailed by 5th of each month

### Star Consultant Encouragement Postcards

Postcard custom designed\* with your preferred wording - Mailed by 10th of each month

### 11 Month Status Packets

Custom designed\* Letter with your preferred wording & current *Look Book* - Mailed by 10th of each month. (Additional Items may be added at additional cost.)

### Thank You for Ordering Last Month Postcards

Postcard custom designed\* with your preferred wording - Mailed by 10th of each month

### New Consultant Postcard Series

Six Postcard custom designed\* with your preferred wording sent to new all Consultants - Mailed 1 a week for first six weeks of business

### 1 Custom Postcard and/or Custom Flyer

1 Custom designed Flyer and/or Postcard for same event/ promotion each month - Delivered in PDF Format (Printing and Mailing not included)

### Mary Kay InTouch® Action Items

Your Consultant *Mary Kay InTouch®* Action Items List taken care of for you.

All supplies (paper, cardstock, literature, envelopes, and postage) are included in Service Bundle unless otherwise noted.

\*Custom Design part of initial Set-up Fee.

**Remember your VA Service Bundle can be customized to your fit your specific needs!**

## Excellent Virtual Office Services

Deirdre Cooke, Owner

(757) 673-8656 or (877) 258-2144

[www.DirectSalesVA.com](http://www.DirectSalesVA.com)

Unit Size *	VA Service Bundle & Newsletter Design	VA Service Bundle (No Newsletter)
30-50	\$160	\$110
51-100	\$180	\$130
101-150	\$200	\$150
151-200	\$225	\$175
201-250	\$250	\$200
251-300	\$280	\$230
300+	Contact for Quote	Contact for Quote
<p><b>One Time Set-up Fee of \$50 for All New Clients.</b> Set-up Fee is for time needed to customize our postcards, letters, newsletters etc.</p> <p>*Unit Size Based on Average of the number of Consultants listed under "Consultant List" and number of Consultants listed in your "At-a-Glance" profile on Mary Kay InTouch®.</p>		
<b>Additional Services:</b>		
<b>Newsletter Design Only</b> <ul style="list-style-type: none"> <li>Up to 10 pages</li> <li>PDF Format</li> </ul>		<b>\$50 per issue</b>  <b>\$30 Set-up Fee</b> (waived w/ VA Bundle)
<b>Newsletter Printing &amp; Mailing</b> <ul style="list-style-type: none"> <li>5 pages double sided</li> <li>B/W Printing, folded, sealed &amp; mailed</li> <li>Includes first class postage</li> </ul>		<b>\$1.15 per Newsletter</b>
<b>Custom Postcard Design</b> <ul style="list-style-type: none"> <li>2 sided</li> <li>PDF Format</li> </ul>		<b>\$15 each</b>
<b>Postcard Printing &amp; Mailing</b> <ul style="list-style-type: none"> <li>Includes Color Inkjet printing, address labels &amp; postage</li> </ul>		<b>40¢ each</b>
<b>Custom Flyer Design</b> <ul style="list-style-type: none"> <li>PDF Format</li> </ul>		<b>1 sided - \$10 each</b> <b>2 sided- \$15 each</b>
<b>Unit Website Updates</b> <ul style="list-style-type: none"> <li>Price depends on amount of maintenance desired</li> </ul>		<b>\$25-\$45 per month</b>
<b>Unit Website Set-up</b>		<b>Contact for Quote</b>
<b>Other Administrative Tasks</b> With today's technology majority of administrative task a can be done virtually, please don't hesitate to ask!		<b>Contact for Quote</b>