

Welcome to your VA Starter Kit

A quick guide to using your templates effectively

What's inside this bundle

- Printable Files

For printing or stylus use (iPad, GoodNotes, Notability)

- Fillable Files

For digital use (Adobe Acrobat, PDF Expert)

- Full Bonus File

A ready-to-use printable version with all pages combined

- Extra Files

Cover, contents and thank you pages — for a polished finish

How to use each file type

- Printables:

Open on your tablet or print on paper. Ideal for writing by hand or using with apps like GoodNotes.

- Fillables:

Open in Adobe Acrobat (or another PDF reader). You can type directly into the fields and save your entries digitally.

- FULL BONUS (Printable):

A complete printable version — perfect if you prefer to work from one file.

Tips for getting started

- Start with the Client Onboarding Form to guide your first intake
- Use the Weekly Task Planner to stay organized and reflect on your progress
- End with the Thank You Page to create a professional final impression

You're ready to begin — with structure, confidence and clarity.

Thank you for choosing Systemera.