

THE ULTIMATE

Virtual Assistant

STARTER CHECKLIST



The *ultimate* checklist to keep you on track when you start your VA business!



Before you start I just want to say - well done!

You've taken the first step to becoming your own boss! I know from personal experience how scary it can feel but I'm so excited for you to start this journey.

This checklist is here to help you build the right foundations for your business so you can feel confident that you have everything you need to be a success.

Now, let's get started!



Setting up

ESSENTIALS

- Business Insurance
- Registration with ICO
- Website
- Logo
- Facebook business page
- Instagram business page
- LinkedIn profile updated
- Business/Separate bank account
- Legal Documents
 - Contracts
 - Terms & Conditions
 - Data Processing Agreement
- Register With HMRC
- Finding the right support network

NOTES

Growing YOUR BUSINESS



Define the services you will offer



Price your services/packages



Know who you want to work with



Target content at those people



Post on social media daily

NOTES



Congratulations, you've done it!

You've taken some **HUGE** steps to get your business moving forward!

But now what? Don't fear, I'm not going to abandon you when you've come so far.

NEXT STEPS

THE **VA** BOULEVARD

My free Facebook group is the perfect support network for VAs, or anyone considering becoming one. It's a great community, to share advice, ask questions, learn new tips, and meet other VAs.

JOIN US FOR FREE

1:1 INTENSIVE HOUR OVER ZOOM

If you're struggling with any of the steps above or maybe just aren't sure what to do next - book in a call with me! Perfect if you need some extra advice or guidance.

BOOK A CALL NOW

THE VA MENTOR **PROGRAMME**

Finding the whole process overwhelming?

My 12-week mentor programme provides you with absolutely everything you need to start your own VA business – including all the information you need, your own website, logo, email and so much more!

CLICK HERE FOR MORE INFORMATION

