

# MONTHLY PACKAGES

## MIX AND MATCH SERVICES

PACKAGE 1:  
UP TO 10 HOURS PER WEEK  
\$800

PACKAGE 2:  
UP TO 20 HOURS PER WEEK  
\$1400

### SERVICES

- PROFESSIONAL BUSINESS ADVISING
- CONTENT WRITING
- GRAPHIC DESIGN
- DATA ENTRY
- SOCIAL MEDIA MARKETING
- EMAIL MARKETING
- SCHEDULING
- PERSONAL SUPPORT
- SMALL BUSINESS CONSULTATIONS
- VIDEO EDITING
- WEBSITE CREATION & DESIGN
- WEBSITE MAINTENANCE
- COLD CALLING
- BRAND AWARENESS
- CONTENT MANAGEMENT
- EVENT PLANNING
- NEWSLETTERS
- SEO RESEARCH
- EMAIL AUTOMATIONS
- ECCOMERCE & SO MUCH MORE



OPERA GURU  
VIRTUAL ASSISTANT

MONDAY- FRIDAY  
9AM-5PM

EXCLUDING HOLIDAYS & VACATIONS  
NO OBLIGATION STOP SERVICES ANYTIME

CONTACT  
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