

Virtual Assistant

SERVICE GUIDE



(662)435-3520



support@vaservicesbylh.com

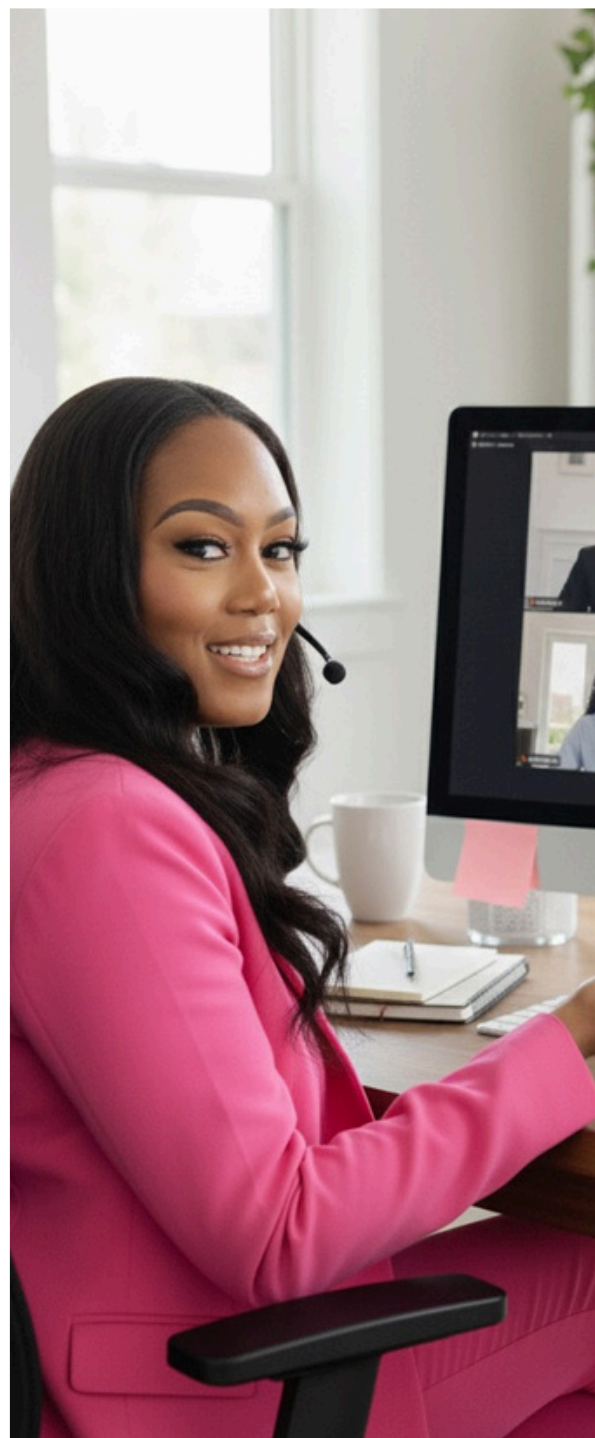


@laurenmosby



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VA Services by Lauren Nicole LLC



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support@vaservicesbylh.com



@laurenmosby

H E L L O



About Me

I'm the dynamic CEO of VA Services by Lauren Nicole LLC. As a devoted wife, proud mom, and driven entrepreneur, I wear many hats with grace and expertise.

My business portfolio includes a diverse range of services as a virtual assistant, social media manager, website designer, tax preparer, notary public, travel agent, mentor, and insurance agent. My mission is to empower others through my expertise while balancing life as a wife and proud mom to my amazing son.

I'm passionate about helping clients achieve their goals—whether that means growing their business, reaching financial stability, or creating unforgettable travel experiences. Let's connect and explore how my services can support your personal and professional success!

Lauren N. Mosby



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Mission

At VA Services by Lauren Nicole LLC, my mission is to empower entrepreneurs, small business owners, and professionals by providing reliable, efficient, and customized virtual assistant solutions. I am committed to streamlining operations, enhancing productivity, and supporting business growth through services such as email and calendar management, project coordination, content creation, and client support. With integrity, professionalism, and dedication, I aim to be the trusted partner that allows my clients to focus on what matters most—growing their business and achieving their goals.



Values

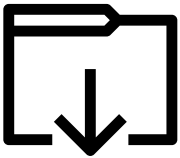
- **Excellence** – We deliver high-quality services with attention to detail, ensuring accuracy and efficiency in every task.
- **Integrity** – We operate with honesty, transparency, and trustworthiness in every client relationship.
- **Reliability** – We are committed to consistency and dependability, giving clients peace of mind that their business is in good hands.
- **Collaboration** – We value teamwork and open communication, working as true partners with our clients.
- **Innovation** – We embrace new tools, strategies, and technology to help clients stay ahead in a competitive market.
- **Client Success** – We measure our success by the growth, satisfaction, and achievements of our clients.

Services



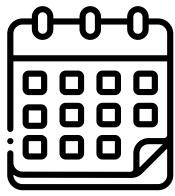
Website Design

I provide professional website design services that create clean, user-friendly, and visually appealing websites tailored to your brand. My goal is to help businesses establish a strong online presence with websites that are both functional and designed to attract and engage clients.



Data Entry

I offer accurate and efficient data entry services to help businesses stay organized and maintain up-to-date records. I ensure precision, confidentiality, and timely completion so clients can focus on growing their business while I handle the details.



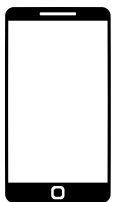
Calendar Management

I provide comprehensive calendar management services, including scheduling, coordinating appointments, and organizing meetings to keep your day running smoothly. I help clients maximize productivity by ensuring their calendars are accurate, up-to-date, and efficiently managed.



Social Media Management

I offer social media management services that help businesses build and maintain a strong online presence. I create, schedule, and monitor content across platforms to engage audiences, grow followers, and enhance brand visibility.



Client Support

I provide professional client support services to ensure your customers receive timely, helpful, and courteous assistance. I handle inquiries, resolve issues, and maintain positive relationships, allowing businesses to enhance customer satisfaction and loyalty.



Email Management

I offer email management services to help businesses stay organized and responsive. I sort, prioritize, and respond to emails efficiently, ensuring important messages are addressed promptly while reducing inbox clutter.

Pricing & Package Options



Virtual Assistant Services

\$250/week

Unlimited Hours Per Week
Onboarding Deposit
Pre-Payment

Website Design

\$30/Hour

Weekly Payments After Deposit
Maintenance Plan
Mobile Design
\$200 Deposit
Domain
Wix
SEO

Business Card Design

\$30

Business Card Printing

50 for \$50

100 for \$100

Flyer Design

\$30

Event Invitation Design

\$30

Invitation Printing

50 for \$50

100 for \$100

Shipping fees are included in the invoice, if applicable.

Portfolio



Website Design

VA Services by Lauren Nicole LLC

Leaving A Legacy LLC

4D Healthcare



Social Media Management

Leaving A Legacy LLC

Leaving A Legacy LLC

VA Services by Lauren Nicole LLC

VA Services by Lauren Nicole LLC



Graphic Design

Flyers

Resumes

Infographics

Content Design

Business Cards

Business Labels

Email Signatures



Bookkeeping

Leaving A Legacy LLC



“

Testimonials

Lauren is an exceptional value to my efforts to organize a global, multicultural, nonprofit, charitable food security effort. I highly recommend her services to others without reservation.

-Peter



“

Lauren is absolutely outstanding and helped our family in a desperate time and I could never thank her enough definitely recommend her for all of your needs !!!



-Jaylyn

“

Very thankful for VA Services by Lauren Nicole who Did a press kit for me , was very professional and meet every time frame that she promised to meet . Overall the quality of the press kit was excellent .

-D Kist





Next Steps



If you are ready to onboard, please give me a call at (662)435-3520. Thank you for entrusting me with your business needs. We are excited to begin this journey together and look forward to building a strong and successful partnership.

“Your productivity is my priority.”



Thank you!

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