



WELCOME

Remotely.

SERVICES & PRICING

AN OVERVIEW OF OUR SERVICES AND PRICING

Welcome

Remotely is here to provide you with virtual business support. As business owners we understand the need to scale our services up or down in line with your company needs. We will therefore provide you with flexible support options to meet your needs and can grow with you as your business grows.

We provide value for your business by charging only for tasks completed without the need to be trained or inducted into your team. In fact, you will save on all of the normal employee-associated costs. We have spent many years gaining knowledge and experience and bring you a highly skilled team to accomplish all of your business support needs.

This guide provides you with an overview of the Remotely experience including our processes, fees and services.

You're in good hands with Kailie and Nikita as Directors of this innovative company.

With backgrounds in the online education space both women bring with them a broad range of skills and abilities.

They have built a well connected network of talented people to provide you with all of the support you require.

Kailie is a lover of coffee, wine & the ocean and has a Diploma of Business and a Diploma of Leadership & Management. Kailie specialises in custom E-Learning solutions and Project Management.


Nikita is young, vibrant and loves quality time with her family and beach walks. She has meticulous attention to detail, specialises in developing and improving processes and procedures with strong marketing and customer service skills. Nikita also holds a Certificate IV in Business.


Together they bring you Remotely, your complete business support solution.




ABOUT US

LET'S CONNECT!

 [teamremotely | Facebook](#)

 [team.remotely | Instagram](#)

 [Remotely Pty Ltd | LinkedIn](#)

0492 260 469 | hello@teamremotely.com.au |
www.teamremotely.com.au



01 | VIRTUAL ASSISTANCE

Remote administrative support for your business. Can be used for a range of administrative tasks from basic through to complex.

02 | SOCIAL MEDIA

Social media content creation, management and scheduling across multiple platforms. Assistance with Social Media plans.

03 | CUSTOM E-LEARNING SOLUTIONS

Remotely specialises in course preparation, design and development across a range of platforms. Full customer service can also be provided post course set-up.

04 | WEBSITES

Full web development services including updates and maintenance, design and development, custom coding, hosting and graphic design consultation and services.

05 | GRAPHIC DESIGN

Specialist visual branding and graphic design services including coaching and consultation.

06 | RTO ADMINISTRATION

Support for RTO's including executive assistance, general administration, student support, marketing, e-learning management and audit support (administrative), all provided with an understanding of ASQA's compliance requirements.

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01 | ENQUIRY

You can enquire about our services by emailing hello@teamremotely.com.au, calling 0492 260 469 or visiting www.teamremotely.com.au and filling out a contact form.

02 | CONSULT CALL

If you call or email us we will send you a link to an online booking form where you can book a consult call with us. The website also contains this booking link.

Your consult call will be 30 minutes and conducted over zoom or via the phone. We will use this time to get to know you and find out how we can best support your business.

03 | PROPOSAL

After your consult call we will prepare a proposal which will outline all of the details of the services we will provide to you.

04 | GETTING STARTED

Once you have accepted your proposal we will begin working on the services outlined.

Welcome to Remotely! This is the exciting part where we get to assist your business so that you can focus on your core operations.



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THE DETAILS

We understand how busy you are and all of the tasks you have to complete in a day. We also understand the importance of streamlined and effective business processes and procedures. A virtual assistant from Remotely can give you the extra set of hands you need.

HOW IT WORKS

One-off tasks and pre-paid hours

You might need assistance on an ad-hoc basis for tasks such as answering your phone & managing your emails while you're on leave, catching up on a back-log of work, creating and editing forms and documents, scheduling meetings and appointments (or more). For tasks that are unlikely to be ongoing we recommend purchasing pre-paid VA hours in blocks of either 5, 10 or 20 hours at a time.

Projects

You might have an upcoming project such as a business launch, an event, a website build, a course set up or some tasks that are likely to last for a couple of months. In this case we will provide you with a quote for the project, meaning that you know what the costs are up-front. We have flexible payment options including payment plans.

Monthly Retainer

Our clients on a monthly retainer enjoy the benefits of having regular support from a highly skilled administration assistant. Your VA will dedicate regular time to your business and get to know you over a longer period of time, becoming a valuable team member.

INCLUSIONS

- Basic through to complex administration tasks
- Executive assistance
- Project management
- Social Media content creation and management
- Creating and editing forms documents
- Design, build and/or update websites
- Managing travel and diary

INVESTMENT STARTS AT

\$65/hr – General Administration

\$85/hr – Executive Assistance

\$120/hr – Project Management

MONTHLY PACKAGES FROM

\$1,300

All costs and inclusions will be confirmed prior to work commencing

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THE DETAILS

We understand the importance of standing out from the crowd and that, as a business owner, sometimes social media can take a back seat on the priorities list but what are you missing out on if you don't use social media to its full potential? Outsourcing your social media to Remotely allows you to produce professional and engaging content for your business while you focus on your core operations.

THE SOLUTIONS

Social Media Quick

You might simply need a few posts created for you to update some existing content or put out a sale. We will create 5 graphics (and copy if requested) using your brand, emailed directly to you for you to post at your convenience. You choose the topics!

Social Media Light Package

You're starting to get serious about social media and want carefully selected, brand enhancing, social media posts on an ongoing basis. We will provide guidance for you to create your social media plan each month and we will create and provide copy for 6 posts per month and schedule these for you saving you countless hours of your precious time.

Social Media Complete Package

You would like us to manage your entire social media plan, content creation and scheduling. We will create your social media plan and create and provide copy for 12 posts per month. We will schedule these and can add additional platforms if required. Costs associated for additional platforms.

THE BENEFITS

- Increase your online presence
- Build a community of loyal followers and potential new customers
- Connect with your existing customers
- Boost traffic to your website
- Take away the hassle of learning the complexities of social media marketing
- Save time on managing your own socials

INVESTMENT STARTS AT

\$99 – Social Media Quick

\$249/month – Social Media Light

\$499/month – Social Media Complete

All costs and inclusions will be confirmed prior to work commencing

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THE DETAILS

We understand the importance of relevant and engaging email marketing. This includes nurturing your existing clients to ensure that they stay with you after their first purchase as well as generating new clients through thoughtful email marketing campaigns. AT Remotely we assist you from the lead magnet right through to

THE SOLUTIONS

Blog Writing

You have a lot of knowledge and you would like to share it via your website blog but you don't have the time to write the blog articles yourself. Blogs are also important for your SEO and credibility in your area of business so why not let Remotely take care of that. Ask us about our special package pricing.

Newsletters

Whether you have clients or you're just starting out and wanting to build them it is important to keep in touch with your followers and stay at the top of their mind once they have purchased from you. Your email newsletter should help your business connect to its customers and increase sales. Remotely can set up, automate, design and create your newsletters.

Nurture Sequences

It is becoming standard practice to use an automated (email) nurture sequence or sales funnel for all of your qualified leads. If you're not doing this or you don't know what this is, your competitor has an immediate advantage over you. Remotely can assist you to plan your lead magnet and journey to becoming your customer.

INCLUSIONS

- Platform set up including assisting you to choose the right platforms and integrating them with your website
- Mailchimp, Active Campaign, Mailerlite, Hubspot and more
- Newsletter Template design and copywriting
- Pop-ups for your website to collect potential client emails
- Grow your marketing list
- Create your lead magnets
- Blog writing

INVESTMENT STARTS AT

\$160 - Blogs (up to 600 words)

\$220 - Newsletter Templates

(Includes design and copy)

\$325 - Email Nurture

Sequences (5 emails)

See VA pricing for all other services

All costs and inclusions will be confirmed prior to work commencing

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THE DETAILS

Go more in depth about what is included in this service/package. Why does your client need this service and how will it help them succeed in their business?

HOW IT WORKS

Step 01

Explain what happens during each step of your process. Let your client know what to expect from you and any responsibilities they may have at this step of the process before moving forward.

Step 02

Explain what happens during each step of your process. Let your client know what to expect from you and any responsibilities they may have at this step of the process before moving forward.

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\$99 - Social Media Quick

\$249/month - Social Media Light

\$499/month - Social Media

Complete

All costs and inclusions will be confirmed prior to work commencing



THE DETAILS

We understand the importance of a simple, professionally styled and effective website. We also understand that business owners don't always want to go on the journey of learning how to create, maintain and update their own website. At Remotely we ensure that your website works for you and not the other way around. We are here to take the hassle out of the technical side of your website requirements.

THE SOLUTIONS

Website Design, Update and Build

We can simply make changes and updates to your existing website using VA hours (see VA pricing) or we can create you a website from scratch. At Remotely it is up to you how much or little involvement you have in this process. There are also a lot of variables when creating a website and that's why we don't list specific pricing. Instead, we will create a customised quote for you that takes into consideration your brand and specific requirements. Contact us to discuss this further.

Wordpress Technical Support

There are always going to be times when your website has issues and if you're self managing your domain, website and hosting you may need Remotely to come to your rescue quickly. We have a dedicated IT specialist on our team who can troubleshoot your issues and restore your website as quickly as possible, saving you from stress and lost revenue.

Wordpress Training

Don't let your lack of knowledge and ability in Wordpress get you down. Let us assist you with all of your website training needs. Customised packages available!

INCLUSIONS

- Wordpress websites (Either we create or we help you create this for yourself)
- Fully coded websites (for those that want a unique website that sets them apart from the rest)
- Training and support
- Updating your existing website (any platform)
- Maintenance and plug in updates (Wordpress)
- Hosting
- Full technical support

INVESTMENT STARTS AT

\$50/month – Australian Hosting

\$65/hr – Website Assistance

\$120/hr – Technical Support

\$120/hr – WordPress Training

\$3,500 – Website Build

All costs and inclusions will be confirmed prior to work commencing

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THE DETAILS

We understand the importance of a well thought out and consistent brand and we also understand how important your Brand Identity is to your business. At Remotely we have highly experienced and qualified graphic designers that can take your ideas and turn them into something that is professional and unique for your company, your target market and your product or service.

THE SOLUTION

Graphic Design

Your business deserves only the best look and feel for the product or service you provide. A professionally designed logo, colour palette, brochure, social media pages or website will set you apart from the rest. Remotely can assist you with all of your graphic design needs.

Logo Design

Gone are the days where you can get away with not having a logo or an amateur one. Your logo is the beginning of your brand identity and our expert graphic designers will work with you to achieve a creative and professional logo for you.

Visual Brand Packages

If you're ready to update all of your brand essentials we have packages to suit all budgets and requirements. Our packages can include a brand strategy session, logo design and development, social media cover images, Eventbrite or other promotional graphic, business cards, brand style guide development and PDF guidelines, A4 flyer and website brand styling (visual concept).

INCLUSIONS

- Visual brand design and strategy
- Brand consultancy
- Logo design
- Small business branding packages (including style guides, font and colour selections)
- Digital or print brochures and flyers
- Professional marketing collateral
- Business cards and stationary
- Websites and social media design services

INVESTMENT STARTS AT

\$120/hr – Graphic Design

\$1,200 – Logo Design

\$1,200 – Visual Brand Packages

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INCLUDES

- List out items this service includes.
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INVESTMENT STARTS AT

\$2,800

Include any additional details that are important to know before booking.



01 | BUSINESS HEALTH CHECK

Check the health of your business and find out where you should be focusing your energy. This is a comprehensive, yet simple, self assessment tool for business owners and managers.

02 | BUSINESS START-UP CHECKLIST

Starting a business can be exciting and daunting! Make you don't miss anything in the start up phase with Remotely's Business Start-Up Checklist.

MORE RESOURCES BEING ADDED

Let us know what kind of business support tools you require and we will do our best to create them for you.

Download here

<https://teamremotely.com.au/free-resources/>

Visit the BLOG here

<https://teamremotely.com.au/remotely-blog/>

03 | WORK FROM HOME WELLNESS INFOGRAPHIC

Download, print and hang this handy infographic in your home office to ensure your health and wellness while you work from home.



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Testimonials



AUSTRALIAN CONCRETE POSTS

"Remotely have been great for helping us tackle the huge backlog of various tasks in our business. They are professional, helpful, easy to deal with. They get the tasks done promptly and efficiently. We will be sending alot more work their way and recommend their work. I wish them all the best in this courageous venture." - Suzi Mould

"I highly recommend Remotely to any of my clients and friends. No matter where you are in the world, Remotely can help you with professional executive assistance, compliance work, social media posts and campaigns, website or other administrative workloads." -

Wayne Carney

THE BUSINESS SCHOOL



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THE BUSINESS SCHOOL

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Let's work together!

HOW TO BOOK

At Remotely we like to keep things nice and simple for you therefore you can reach out to us by phone, email or our website, whatever is easiest for you.

Phone or text: 0492 260 469

Email: hello@teamremotely.com.au

Website: www.teamremotely.com.au

Book a Discovery Call:

<https://calendly.com/teamremotely/discoverycall>

OUR VALUES

- Our people (our clients and staff) come first, no matter what
- To provide the highest level of customer service
- To be responsive and reliable
- To be creative and innovative
- To love what we do and share our passion and knowledge with others

Book a Discovery
Call



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We look forward to working with you!



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GLOBAL BUSINESS SUPPORT

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