

<b>Virtual Assistant for</b>	<b>Pay Per Go</b>	<b>Basic 2</b>	<b>Basic 4</b>	<b>Basic 8</b>	<b>Basic 20</b>
<b>Accounting and Finance Management</b> Utility bill payments	<b>RM8/h</b>				
<b>Appointments</b> Making business reservations	<b>RM10/h</b>				
Business invitations (Design, print and send off invitations)	<b>RM18/h</b>	<b>RM16/h</b>	<b>RM14/h</b>	<b>RM12/h</b>	<b>RM10/h</b>
<b>Research and Analytics</b> Creating graphs and charts Price and product comparisons Research and reports Travel and vacation research	<b>RM18/h</b>	<b>RM16/h</b>	<b>RM14/h</b>	<b>RM12/h</b>	<b>RM10/h</b>
Data entry	<b>RM20/h</b>	<b>RM18/h</b>	<b>RM16/h</b>	<b>RM14/h</b>	<b>RM12/h</b>
<b>Curriculum Vitae/ Resume</b> Updating your CV Creating CV Finding jobs Applying for jobs Update on interviews related to your work field	<b>RM14/h</b>	<b>RM12/h</b>	<b>RM10/h</b>		
<b>Recruitment Services</b> Creating and posting jobs on website Sorting out cv's/ resume Interview schedules	<b>RM15/h</b>	<b>RM13/h</b>	<b>RM11/h</b>		
<b>Personal Tasks</b> Birthday/Anniversary reminders and gift & card sending Dinner reservations, other reservations Travel and vacation assistance Organizing events Letter and invitations Sell my stuff	<b>RM15/h</b>				
<b>Assignments</b> Formatting of assignments/thesis/independent study/research (grammar checking, formatting based on required standards eg:APA, MLA etc.)	<b>RM1.20 per page</b>				
Printing and binding services	<b>RM0.20 per page for black, color depends on ink consumptions</b>				
Research/thesis typing	<b>RM0.50 per page</b>				