

Virtual Assistant for	Pay Per Go	Basic 2	Basic 4	Basic 8	Basic 20
<b>Accounting and Finance Management</b>					
Utility bill payments	<b>RM15/h</b>				
<b>Appointments</b>					
Making business reservations	<b>RM50/h</b>				
Business invitations (Design, print and send off invitations)	<b>RM55/h</b>	<b>RM50/h</b>	<b>RM45/h</b>	<b>RM40/h</b>	<b>RM35/h</b>
<b>Research and Analytics</b>					
Creating graphs and charts	<b>RM55/h</b>	<b>RM50/h</b>	<b>RM45/h</b>	<b>RM40/h</b>	<b>RM35/h</b>
Price and product comparisons					
Research and reports					
Travel and vacation research					
Data entry	<b>RM55/h</b>	<b>RM50/h</b>	<b>RM45/h</b>	<b>RM40/h</b>	<b>RM35/h</b>
<b>Curriculum Vitae/ Resume</b>					
Updating your CV	<b>RM50/h</b>	<b>RM45/h</b>	<b>RM40/h</b>		
Creating CV					
Finding jobs					
Applying for jobs					
Update on interviews related to your work field					
<b>Recruitment Services</b>					
Creating and posting jobs on website	<b>RM50/h</b>	<b>RM45/h</b>	<b>RM40/h</b>		
Sorting out cv's/ resume					
Interview schedules					
<b>Personal Tasks</b>					
Birthday/Anniversary reminders and gift & card sending	<b>RM65/h</b>				
Dinner reservations, other reservations					
Travel and vacation assistance					
Organizing events					
Letter and invitations					
Sell my stuff					
<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>				