PK Virtual



Your Studio VA

Pricing Guide



Tier 1

Basic Studio Support

Rate: \$65 per hour

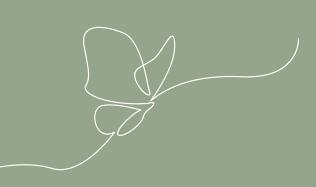
Hours: 1 to 4 hours per week

Basic Bookkeeping

Customer Support - Responding to Enquires

Student Database - Upkeep and maintenance

Blog - Creating a post for a recent event





Trish Keiohran

Business Owner



0438 247 218



trish@pkvirtual.com.au











Tier 2

Studio Growth Support

Rate: \$60 per hour

Hours: 5 to 10 hours per week

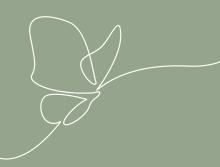
Basic Bookkeeping

Customer Support - Manage Enquires

Student Database - Upkeep and maintenance

Manage Facebook and Instagram accounts

- Promote Upcoming performances and where to purchase tickets
- Promote Student Achievements
- Create promo material from existing video footage
- Advertise new classes
- Advertise when new term starts





Business Owner





trish@pkvirtual.com.au











Tier 3

All Access Support

Rate: \$55 per hour

Hours: 10+ hours per week

"Even if you're not sure where to start. Let's connect to discuss how my services can best meet your needs"

Administrative Support

- Managing Class Schedules
- Handling new student enquiries and enrollments
- processing forms for competitions or performances
- Ordering uniforms and costumes

Marketing & Social Media

- Promote upcoming performances & student achievements
- Manage & emailing newsletters to students & parents
- Creating flyers
- Updating Studio Website
- Running online Ad Campaigns

For a free discovery Call, please contact me

Trish Keighran

Business Owner

0438 247 218

trish@pkvirtual.com.au







