

**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*



*For a free discovery Call, please contact me:*

*Trish Keighran*

*Business Owner*

 0438 247 218

 [trish@pkvirtual.com.au](mailto:trish@pkvirtual.com.au)



**PK Virtual**

**Your Studio VA**



## 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*



*For a free discovery Call, please contact me:*

*Trish Keighran*

*Business Owner*

 0438 247 218

 [trish@pkvirtual.com.au](mailto:trish@pkvirtual.com.au)

**PK Virtual**



**Your Studio VA**



## 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](mailto:trish@pkvirtual.com.au)

**PK Virtual**



**Your Studio VA**

