

OUR SERVICES



Not sure where to start? We always recommend a strategy session so we can help assess your individual needs and come up with a custom plan to support you and your business. Don't see a package that works for you? Contact us at service@buyingtimellc.com and we'll create a plan just for you.

Meet Bibi

Before starting my own virtual assistant service business, Buying Time, I spent 24 years in the corporate world working for companies like North American Logistics and UPS Supply Chain. During my time with UPS as National Vendor Manager, I had the highest performing center, while being the youngest and only female manager amongst my peers.

I built a culture that created the largest percentage of promotions from my direct hires. And I also worked with all the centers to create over \$2.7 million in annual payroll savings from efficiency and productivity analysis, and single-handedly led implementation of those improvements across all the US locations.

My experiences in the corporate arena, as well as my Keap (previously named Infusionsoft) and Six Sigma certifications, translate directly to helping entrepreneurs and small business owners understand the value of time management and setting up systems to do the work for them.

In addition to helping businesses with expert implementation and virtual administration jobs, I'm also a regular speaker and workshop facilitator. Through fun, informative sessions, I help business owners learn how to let go of all the day-to-day tasks that either don't suit them or waste their time. They are suddenly free to work "on" their businesses, not "in" their businesses. Once they begin working this way, many experience significant growth in revenues as well as improved company morale.

STRATEGY AND PLANNING PACKAGES

SESSIONS	REGULAR	DEAL	DISCOUNT RATE	VA HRS
1	\$450.00	-	\$450.00	0
3	\$1350.00	10% off	\$1215.00	2
6	\$2700.00	15% off	\$2295.00	4
9	\$4050.00	15% off	\$3442.50	6
12	\$5400.00	15% off	\$4590.00	8
1/2 Day	\$1900.00			
Full Day	\$3375.00			

OUR SERVICES



More Than A "To-Do" List

Unwavering support. We believe in you and your business. So, we don't just do the work; we help you strategize, plan, and even let off steam when you need to. We're committed to your success.

More time to work in your genius zone so you can stop working "in" your business and start working "on" your business. Remember those big dreams you had? You'll finally have time to make them a reality.

Peace of mind, knowing you always have reliable support you can count on. The members of our team speak native English and are experts in automation and all of the software that they work with. Whether you use our services for 2 hours a month or 102 hours, you'll know your business is in expert care.

Automation At Its Finest |

We love Keap so much we became certified partners. Marketing automation software transforms how you work to achieve higher engagement with less hassle. Find out who's visiting your website most often? Done. Offer a discount to the hottest leads—without writing an email to every one of them? Yep. Automatically follow up when someone abandons a shopping cart? While you sleep!

Keap also handles payments, analytics, sales automation and integrates with programs you already know and love. It's a no-brainer.

MONTHLY VIRTUAL ASSISTANCE

HOURS	REGULAR	6 MO DEAL	6 MO PRICE	1 YR DEAL	1 YR PRICE
1	\$70.00	-	\$70.00	-	-
2	\$140.00	10% off	\$126.00	-	-
4	\$280.00	15% off	\$238.00	-	-
5	\$350.00	15% off	\$297.50	-	-
6	\$420.00	15% off	\$357.00	-	-
8	\$560.00	15% off	\$476.00	-	-
10	\$700.00	15% off	\$595.00	-	-
12	\$840.00	15% off	\$714.00	-	-
15	\$1050.00	15% off	\$892.50	20% off	\$840.00
20	\$1400.00	15% off	\$1190.00	20% off	\$1120.00
25	\$1750.00	15% off	\$1487.50	20% off	\$1400.00
30+	\$2100.00	-	-	25% off	\$1575.00

OUR SERVICES



We Set You Up For Success

Over the past several years, we've watched our clients' businesses go through enormous change and growth. We prepare you for what's ahead by setting up systems and automation that will carry you through the times when you're too busy helping people to think about the inner-workings of your business.

You Might Be Thinking, "Yeah, but... wouldn't it just be easier and faster to do it all myself? It will take too much time to teach your team how to manage my business tasks." It's easy to think that. But we've found that the best time to set up systems and create your own company training manual is when you're still in the early stages of growth. Once your business really takes off, it's much harder to find the time to train people to do all the tasks that keep your business running. We document all our work in an operations manual for you, so that when and if you start hiring full-time employees, you don't have to explain anything. It's already written out for you.

Can I really afford it?

The whole idea is to help your business grow. That's why we offer a wide variety of services, at fees that work with your budget. We even offer small packages to get you started with 2 hours a month. You'd be surprised what we can do in just 2 hours—like all your social media posting and sending out a monthly newsletter. Would you like to take those tasks off your plate forever?

SOCIAL MEDIA PACKAGES

STARTER PACKAGE

40 posts a month
YOU curate content
WE develop posts

Give us the content you approve of and we'll develop and schedule posts with and without images.

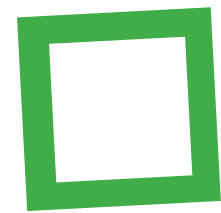
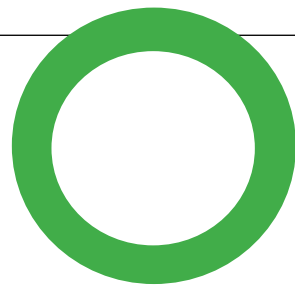
\$400 monthly

PRO PACKAGE

50 posts a month
WE curate content
WE develop posts

We do it all! We'll do the research, collect content, develop posts and schedule them out - one stop shop!

\$750 monthly



OUR SERVICES



OBM - The Ultimate Peace of Mind

360° Backend Business Solution - Focus on what you do best and let us do the rest

OBM, your Online Business Manager is an enterprise specialist running all aspects of your business backend. Your OBM coordinates a team of specialists to support all aspects of your online business' growth from day-to-day operations to business development, project management, customer service, billing, branding, marketing and metrics. You name it, your OBM has got you covered.

The OBM ultimate business solution is tailored to suit the size of your enterprise, and is poised to scale as your business grows.

ONLINE BUSINESS MANAGERS

Customize your support with any of these items:

STARTER	GROWTH	FULL-SCALE
Administration	Administration	Administration
Transactions	Transactions	Transactions
Customer Service	Customer Service	Customer Service
Customer Relationships	Customer Relationships	Customer Relationships
Social Media Support	Social Media Support	Social Media Support
Email Marketing Support	Email Marketing Support	Email Marketing Support
Ideal for the solo-entrepreneur	Graphic Design & Branding	Graphic Design & Branding
-	Web Design & Development	Web Design & Development
-	Copywriting & Media	Copywriting & Media
-	And More	Finance & Growth Planning
-	Includes 90 VA hours/month	Product Lines & Launches
-	-	Includes 150 VA hours/month
\$600 monthly + VA Hourly Package	\$5220 monthly	\$8400 monthly

All of the packages outlined above include weekly structured strategic planning meetings with short- and long-term goals outlined, tracked, monitored and continuously evaluated for results.

Contact us to tailor an OBM solution for your online enterprise

Let us take care of all the day-in/day-out pieces involved in running your business smoothly and profitably. ...So you can focus on what you do best.