

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.

Our clients rely on us to help out with tasks that take them away from doing the work they should be focusing on in their businesses. Your hours are yours to use as you wish with the exception of our premium services. Visit our website at buyingtimellc.com/virtual-support to learn more about how our team supports business owners everyday.

Monthly Virtual Support Packages

| 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 |

*Standard Virtual Support does not include premium services.

Premium Virtual Support

We strive to offer well-rounded support so you have one go-to, trusted provider for your business needs. To learn more about our Premium Virtual Support Services visit our website at buyingtimellc.com/virtual-support

Bookkeeping Support \$75/hour

Graphic Design \$75/hour

A La Carte Web Design \$75/hour

Advanced Automation Quoted per project.

Web Development \$125/hour

A la carte Project Management \$750 per month

Project Management Add-On for clients with Monthly

Hourly Packages: \$600 per month

Please reach out to us at any time at service@buyingtimellc.com with any requests you may have and we are happy to provide you with an estimate or schedule a consult to further discuss your needs.



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

For \$300 to start and \$150 a month going forward you'll receive:

- 30 minute intake call with your Social Media Assistant to review goals, desired type posts, scheduling, platforms, and more
- A personalized, collaborative Social Media Content Plan based on your intake that you and your Social Media Assistant will work off of for streamlined communication
- Up to 5 social media graphic templates
- A monthly planning call to discuss the next month's promotional items, themes, and goals
- You curate the content, we'll develop the posts for 3 posts per week
- Scheduling of posts via your desired social media scheduler
- Monthly metrics reports

Our Services

Event Coordination Packages

Virtual Event Services

| Pre-Event | During-Event | Post-Event |
|---|--------------|---|
| <p>Comprehensive Planning & Strategy Session</p> <p>Venue Research & Negotiation</p> <p>Strategy & Check-in calls leading up to event</p> <p>Resource all production needs (video, audio, photographer)</p> <p>Create Squeeze Page (with provided content)</p> <p>Checklist (Free)</p> <p>Venue Negotiations Checklist (\$9)</p> <p>Work on staying in budget</p> <p>Speakers/Presentation Management</p> | | <p>Create Post-Event Survey</p> <p>Create Post-Event Follow-up emails</p> <p>Break-down of event</p> <p>Return Lost and Found</p> <p>Event De-Brief (about 1 week later)</p> <p>Reach out to no-shows</p> |

On-Site Event Services

| Pre-Event | During-Event | Post-Event |
|--|--|------------|
| <p>Venue Management (handling all logistics, communication with hotel staff, keep venue within budget of client)</p> <p>Attendee Experience (Coordinate superior attendee experience)</p> <p>Room set-up (Banners, managing production, From AV to Design)</p> <p>Videographer/Photographer Management</p> <p>Assist with guests hotel reservations to ensure optimum experience</p> | <p>Attending to clients needs and wants (ie. temperature in room)</p> <p>Expedited check-in process</p> <p>Handling different levels of attendee benefits</p> <p>Keeping everyone on time and on schedule (speakers, attendees, vendors)</p> <p>Vendor check-in</p> <p>Sponsor check-in</p> <p>Speaker/Presenter Management</p> <p>Runners</p> <p>Green Room Management</p> <p>Support Sales Team with processing and admin tasks related to sales</p> <p>Management of volunteers</p> | |

Our Services

Event Coordination Packages

On-Site 1/2 Day (Up to 5 Hours) \$1000 + Expenses

Provide support for day of, including but not limited to registration table, sales processing, errands, venue management, set up & breakdown, 1 team member.

On-Site Full Day (Up to 13 Hours) \$1800 + Expenses

Provide support for day of, including but not limited to registration table, sales processing, errands, venue management, set up & breakdown, 1 team member.

Virtual Support \$1600

Provide support for any areas that can be done virtually, including but not limited to venue negotiations, set up sign-up page, email marketing set up, event purchase set up, badge printing. This package is 20 hours of support, which can usually cover all areas needed for an event up to 100 attendees.

1 Full Day & Virtual Support \$4000 + Expenses

Provide combination of On-Site Full Day Package (Up to 13 hours) with 2 team members & Virtual Package (Up to 20 Hours of support and up to 100 Attendees)

2 Full Days & Virtual Support \$7000 + Expenses

Provide combination of On-Site Full Day Package (Up to 13 hours) with 2 team members for 2 Days & Virtual Package (Up to 20 Hours of support and up to 100 Attendees)

Full Support Add Days \$1500

Additional team members \$750 per day