VA CHECKLIST

CHECK BEFORE YOU LAUNCH!

JAMM Resources LLC

Brand IT:

- Have you registered your name with your local Secretary of State?
- What are your branding colors?
- What are your fonts?
- Have you purchased your domain name?
- Have you branded your business on Social Media?
- Have you created a catchy tag line?

Process IT:

- Have you created a welcome packet for new clients?
- Have you decided on what services to offer?
- Have you decided on how many packages you're going to offer?
- Have you created a client questionnaire?
- Have you created a service contract?
- Have you decided what platform to use for payments?

Leagalize IT:

- Have you applied for your EIN?
- Have you reserved your name with the SOS?
- Have you decided how your business was going to be structured?
- Have you opened a BUSINESS bank account?

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VA CHECKLIST

Business Name:

Website:

Starting Salary:

Business Start Date:

THE TOP 3 SERVICES THAT I'LL BE OFFERING:

THE DAYS & TIMES THAT I WILL COMMIT TO MY BUSINESS PER WEEK:

CHECK BEFORE YOU LAUNCH VA CHECKLIST

My Mission Statement:

MY TARGET MARKET:

MY IDEAL CLIENT:

CHECK BEFORE YOU LAUNCH VA CHECKLIST

MY PACKAGES

Package Name, Price, Detail of Services & Hours Included

#1

#2

#3

Resources To Consider

dubsado

Dubsado is FREE for your first 3 clients! It's a business-management platform that helps you save time by creating workflows and automation, managing projects, & scheduling appointments. You can also give your client access to a client portal!

FRESHBOOKS

The best cloud based small business accounting software. Send invoices, track time, manage receipts, expenses, and accept credit cards.
Free 30-day trial.

zoom

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars. Great for client meetings & virtual workshops.

Canva is a graphic design platform that allows users to create social media graphics, presentations, posters and other visual content. It is available on web and mobile, and integrates millions of images, fonts, templates and illustrations.

Business Cards, Marketing Materials, Signage & more1 Vistaprint empowers small businesses to market themselves effectively Design and order custom printed marketing materials.

Gmail, Google Docs, Google Drive, Google Forms, G-Suite, etc.... This is one of my absolute favorites!

Love Love Acuity! Clients can quickly view your real-time availability and self-book their own appointments—and even pay online, reschedule with a click,

URL Shortener, Custom Links & Link Management. Shorten, create and share trusted, powerful links for your business. Bitly helps you maximize the impact of every digital initiative with industry-leading features ..

JAMM Resources
Virtual Assistants HUB

This FB group is the HUB for all things Virtual Assistant related! How to start your VA business, how to create workflows & strategies, how to brand yourself as a VA, VA referrals and sooo much more!
Open to all questions, comments, & tips related to bettering your skill as a VA.
Don't be afraid to ask questions, that's why we're here!
https://www.facebook.com/groups/267032367381489/