

# SERVICE & PRICING

## AD HOC & PACKAGED ADMIN HOURS

**\$50/  
HOUR**

### **A La Carte**

**3 hour/month minimum**

Can be used for any admin work, billed hourly bi weekly. 3 hour minimum billed.

**\$450/  
MONTH**

### **10 Hours**

**Up to 10 hours a month**

Can be used for any admin work, billed flat rate bi weekly.

**\$800/  
MONTH**

### **20 hours**

**Up to 20 hours a month**

Can be used for any admin work, billed flat rate bi weekly.

Personalized packages available for discussion at your request, email me at [heywillowassist@gmail.com](mailto:heywillowassist@gmail.com). If you'd like to schedule a free consultation on how I can support your administration needs email me or text (208) 740 - 4862

# SERVICE & PRICING

## INBOX MANAGEMENT

**\$250/  
MONTH**

### **The Root**

**For light inbox cleanup & structure.**

Inbox clean up  
3 days a week of triaging emails  
2 20 min strategy sessions/month

**\$375/  
MONTH**

### **The Branch**

**For consistent inbox upkeep.**

Inbox clean up  
5 days a week of triaging emails  
Light Scheduling / confirming appointments  
2 up to 30 min strategy sessions/month

**\$450/  
MONTH**

### **The Grove**

**For full inbox partnership & ongoing management.**

Inbox clean up  
5 days a week of triaging emails  
Scheduling assistance & replying  
2 up to 30 min strategy sessions/month

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# SERVICE & PRICING

## SOCIAL MEDIA

**\$550/M  
ONTH**

### **The Sapling**

**Start small, grow steady**

- Scheduling up to 3 posts per week
- Canva graphics using your brand kit or templates
- Light caption writing or polish
- Uploading & formatting in your chosen platform (Instagram, Facebook, or LinkedIn)
- Monthly content calendar overview

**\$850/  
MONTH**

### **The Willow**

**Deepening your digital roots**

- 4-5 posts per week
- Fully written captions in your brand voice
- 2 Flodesk emails per month (layout + basic copy)
- Custom Canva graphics for each post
- Hashtag research & light engagement
- Monthly performance recap & check-in

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# SERVICE & PRICING

## SOCIAL MEDIA

**\$1,350/  
MONTH**

### **The Willow Grove**

#### **Full creative partnership**

- Up to 6 posts per week across chosen platforms
- 4 Flodesk emails per month (copy + design)
- Advanced content planning with monthly or quarterly theme mapping
- Repurposing posts between social and email for consistent messaging
- Priority turnaround and content scheduling

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I'm Tatum, founder of heywillowassist, a virtual assistant studio rooted in care, and connection. For the past 3 and a half years, I've supported more than a dozen businesses with organized, thoughtful systems that help them breathe easier and grow stronger.

Inspired by my golden retriever Willow, my work reflects what her name stands for: steady, grounded support and flexibility through every season. From content scheduling and Canva design to email campaigns and polished copy, I make sure the behind-the-scenes details feel effortless.

A full list of services available at [heywillowassist.com/services](https://heywillowassist.com/services)