

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

Personalized packages available for discussion at your request, email me at 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

SOCIAL MEDIA

**\$500/
MONTH**

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 (comment replies or likes)
- 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