



WELCOME TO MCKILLOP AND CO

Here to support small business owners thrive through a wide array of high-level administrative services, so that you can scale with simplicity.

GET TO KNOW

Emily McKillop

FOUNDER & CEO, MCKILLOP & CO.

As an experienced and professional virtual assistant, I empower your business by taking on the burden of daily tasks and help you accomplish more through my core services in administrative tasks, client operation management and marketing support.

I step in as your collaborative partner to take on the administrative tasks that distract you from running your company and become an asset to your growth by helping you constantly adapt to new levels of success and supporting you in all your endeavors.

Simply Put. You Are Our Priority.



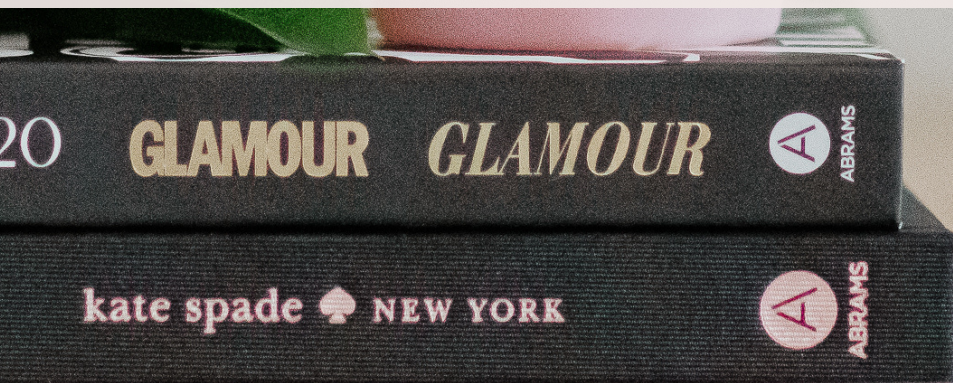
MCKILLOP & CO



OUR CORE *Services*

IT'S TIME TO STOP JUGGLING EVERYTHING ON YOUR OWN.

With customizable services and packages, we support small business owners with an expert set of hands and experience, so that you can reap the rewards of time, freedom and profitability. We partner up with you as a fully invested asset to your growth and success, so that you can focus on the more forward-moving aspects of your business.



OUR CORE *Services*



Virtual Administrative Tasks

Email Organization
Inbox Management
Google Calendar Planning & Management
Call Forwarding & Customer Service Management
Data Input & Organization
Research Assistance
Spreadsheet Creation & Maintenance
Basic Bookkeeping
Personal Assistance

Client Operations Manager

Invoice Creation, Payments & Management
Accounts Receivable
Workflow Creation
Onboarding Clients/Offboarding Clients
Sending/Ordering Client Gifts
Contract & Security Management
Event Launches/ Product Launches

Marketing Support

Social Media Management
Branding Development
Public Relations
Newsletter & Blog Creation
Network Connections

OUR SERVICES ARE MEANT TO HELP YOU SERVE YOUR BUSINESS, CLIENTS AND AUDIENCE, IN AN EFFECTIVE WAY WHILE KEEPING YOU ORGANIZED AND RUNNING EFFICIENTLY, SO THAT YOU CAN CONTINUE TO ATTRACT YOUR DREAM CLIENTS.

Take a deep breath...
You don't have to do it alone anymore.



DONE-FOR-YOU *Packages*

LET US LOVE YOUR BUSINESS AS IF IT WERE OUR OWN.

Grow a thriving business with the support of a wide variety of done-for-you packages from a team that genuinely cares about your business and wants to see you succeed. We offer multiple different packages to address all your business needs and tailor them to your specific goals.

SOCIAL MEDIA *Management*

Full Social Media Management for Instagram or Facebook including; Content Creation, Custom Graphics, Curated Feed Design, Schedule Posts, Hashtag Research, Moderate Comments, Answer Inquires/Messages, Daily Management.

OPTION 1

Full Instagram & Facebook Management with 2 posts a week and 10 minutes of engagement per posting day

\$349/MONTH

OPTION 2

Full Instagram & Facebook Management with 3 posts a week and 10 minutes of engagement per posting day

\$449/MONTH

OPTION 3

Full Instagram & Facebook Management with 4 posts a week and 15 minutes of engagement per posting day

\$549/MONTH





EMAIL *Marketing*

Weekly, Bi-Weekly or Monthly Email Creation and Management. A powerful way to keep your audience engaged and convert them into paying clients

250-330 WORDS PER NEWSLETTER - \$50



BLOGGING *Services*

Expert content created to enhance SEO for your website on a monthly, bi-weekly or weekly basis to help your brand awareness and online visibility.

150-250 WORDS PER BLOG POST - \$40



DIGITAL *Networking*

Community outreach, engagement and brand awareness through Instagram & Facebook, including competitor analysis.

10 HOURS PER MONTH - \$99

20 HOURS PER MONTH - \$198

30 HOURS PER MONTH - \$297


HOURLY *Retainer*

For business owners looking to invest in long-term support and assistance. Custom curated packages are available to suit your specific business needs accompanied by an established plan of action to execute our time together in a productive and efficient way.

10 HOUR PACKAGES - \$299

20 HOUR PACKAGES - \$599

30 HOUR PACKAGES - \$899

A close-up photograph of several pink roses with green leaves, set against a light blue background. The roses are in various stages of bloom, with some showing the green sepals at the base of the petals.

HELPING YOU MINIMIZE THE OVERWHELM BY GIVING YOU THE
SUPPORT AND FREEDOM YOU DESERVE.

PROJECT *Based*

For business owners with large projects that need reliable support on either a consistent basis or on a per project basis.

Price is determined on time and complexity of the project, a minimum of 4 hours per project is required.

STARTING \$160/4 HOURS



HERE TO BE OF SERVICE TO *You*

We know that you can build a profitable business while designing a life you truly love,
because we help entrepreneurs and small business owners do just that.

A NOTE FROM THE OWNER, EMILY MCKILLOP.

As a business owner myself, I understand the pressure and multiple demands you face as the owner of your own company and that's why business owners like yourself, outsource their necessary but time consuming tasks to relieve their stress and increase their revenue.

When you hire McKillop & Co, we provide you with administrative and general assistance, client operation management and marketing support, so that you can focus on positioning yourself as a leader in your industry while incurring sales and revenue.

xo Emily



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