

CLIENT BOOKING GUIDE

VA Wanjiku Solutions Africa

Everything you need to know to start working with me

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Welcome!

Thank you so much for considering VA Wanjiku Solutions Africa. I am Tabitha Wanjiku — your dedicated Executive Virtual Assistant. This guide walks you through everything you need to know to book my services, understand my packages, and get us started seamlessly.

My mission is simple: to take tasks off your plate so you can focus on growing your business, serving your clients, and enjoying your life. Let us get started! 



HOW TO BOOK ME — STEP BY STEP

1

Book a Free Discovery Call

Click the link below to book your FREE 15-minute discovery call. Choose a date and time that works for you — no pressure, no commitment.



calendly.com/ngangawanjikus10/free-discovery-call-with-va-wanjiku

→ Available Monday to Friday | 9AM to 6PM East Africa Time

2

We Have Our Discovery Call

We meet on Google Meet or phone for 15 minutes. I will ask about your business, your challenges, and what tasks you need help with.

- Tell me what you do and who you serve
- Tell me what tasks take up most of your time
- Tell me your budget and availability

3

I Send You a Custom Proposal

Within 24 hours of our call I will send you a detailed proposal tailored specifically to your needs.

- Proposal sent via WhatsApp or Email
- Includes your recommended package and pricing
- Includes timeline and next steps

4

You Confirm and Make Payment

Once you are happy with the proposal simply confirm and make your first payment. Work begins immediately after payment is confirmed.

- Payment via MPESA: +254 741 824 614
- International payments via PayPal: ngangawanjikus10@gmail.com
- First month payment due before work begins

5

We Sign a Simple Agreement

I will send you a short client agreement. Takes 2 minutes to complete.

- Sent via WhatsApp for your review
- Reply I AGREE to confirm
- Protects both of us and sets clear expectations

6

Onboarding and Getting Started

Once everything is confirmed I will onboard you fully and we are ready to go from day one.

- I set up your dedicated Google Drive folder
- I create your Trello task board
- Work officially begins on your agreed start date 🎉



MY SERVICE PACKAGES

All packages include weekly progress reports and dedicated WhatsApp communication.

BASIC KSH 15,000/month ≈ \$115 USD ✓ Social media 3x per week ✓ Caption writing ✓ Basic email management ✓ Weekly check-in call ✓ Weekly progress report ✓ WhatsApp communication	★ MOST POPULAR STANDARD KSH 25,000/month ≈ \$190 USD ✓ Daily social media management ✓ Full email management ✓ Calendar management ✓ Content repurposing ✓ Admin support ✓ 2x weekly check-in calls ✓ Weekly progress report	PREMIUM KSH 45,000/month ≈ \$345 USD ✓ Everything in Standard ✓ Research and reports ✓ Project coordination ✓ Daily communication ✓ Monthly strategy call ✓ Priority 24hr support ✓ Canva graphics included
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💡 **Not sure which package is right for you?** Book a FREE discovery call and I will recommend the best option for your specific needs.

+ ADD-ON SERVICES

Need something specific? Add any of these to your package at any time.

 Market Research Report KSH 5,000 per report In-depth research, competitor analysis and formatted report delivered within 5 business days.	 Canva Graphics Pack KSH 4,000 for 10 graphics Branded social media graphics in your colors and style delivered within 3 business days.
 30-Day Content Calendar KSH 5,000 one-time Full 30-day content plan with topics, captions, hashtags and posting schedule.	 Email Template Pack KSH 3,000 for 5 templates Professional email templates for welcome, follow-up, proposals, complaints and thank-you messages.

PAYMENT INFORMATION

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MPESA (Kenya)

Send to:

+254 741 824 614

Name: Tabitha Wanjiku

After payment send screenshot via WhatsApp for confirmation.



PayPal (International)

Send to:

ngangawanjikus10@gmail.com

Name: Tabitha Wanjiku

After payment send confirmation email or screenshot for our records.



HOW WE WORK TOGETHER



Communication

Daily updates via
WhatsApp Business



Reports

Weekly progress report
every Friday



Check-in Calls

Regular calls via Google
Meet



Working Hours

Mon-Fri | 9AM to 6PM EAT



FREQUENTLY ASKED QUESTIONS

Q: How do I know you are doing the work?

A: I send you a detailed weekly progress report every Friday covering everything completed that week including screenshots, numbers and upcoming plans.

Q: What if I need to stop working together?

A: Either of us can end the arrangement with 30 days written notice via WhatsApp. I will continue delivering excellent work during that period.

Q: Do you need access to my social media accounts?

A: Yes, I will need access to manage your accounts. We will set this up securely during onboarding via a shared document.

Q: What is your response time?

A: I respond to all WhatsApp messages within 2 hours during business hours Monday to Friday 9AM to 6PM EAT.

Q: Can I upgrade or downgrade my package?

A: Absolutely! You can change your package at any time with 7 days notice before the next billing cycle.

Q: Do you work with international clients?

A: Yes! I work with clients across Kenya, India, and globally. All communication is via WhatsApp and Google Meet.

READY TO GET STARTED?

Book your FREE 15-minute discovery call today — no pressure, no commitment.



BOOK NOW:

calendly.com/ngangawanjikus10/free-discovery-call-with-va-wanjiku

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 TikTok: [@va_wanjiku_solutions](https://www.tiktok.com/@va_wanjiku_solutions)