

ProudToBeMe Work

VIRTUAL ASSISTANCE SERVICE

Your challenge is our PROGRESS.

From overflowing inboxes to brand-new websites, we step in where your business needs us, quietly, professionally, on time.

- ✓ UK-Aligned Delivery
- ✓ GDPR Compliant
- ✓ NDAs Included
- ✓ Quality Assured
- ✓ Social Impact Built In



HOW IT WORKS

From enquiry to delivery
— in days.



1 Discovery Call

A friendly chat to understand your business, pain points and the plan that suits you.



Pick Your Plan

Choose Basic, Standard or Premium — hourly, monthly, 6-month or annual.



Onboarding

We capture your preferences, processes and brand details so we deliver work your way.



Delivered to You

Polished, quality-checked work delivered to your inbox. You stay focused on growth.



WHY CHOOSE US

A trusted partner, not a transaction.



UK-Aligned Delivery

UK standards, with a UK point of contact.



Quality Assured

We deliver a checked. No rework, no surprises.



GDPR & NDA

Standard data agreements with every engagement.



Fast Turnaround

Same-day acknowledgment in UK business hours.



One Point of Contact

One contact, one team, one clear line.



Social Impact Built In

Retainers support youth & women's empowerment.



TRUSTED BY

What our clients say.



The time I've got back is remarkable. My inbox is under control for the first time in years and I can finally focus on growing the business."

James R. – Director, **London SME**



Our social media has completely transformed. Consistent posts, sharp graphics, and engagement actually going up month on month."

Sarah M. – Founder, **Creating Agency**



Went straight to Premium. New logo, new site, CRM rebuilt and admin off my plate. Honestly should have done this a year ago."

Michael T. – MD, **Consultancy Firm**



Get in touch.

Book a free 30-minute discovery call and find out which plan fits your business, with no obligation. We reply within one working day.



proudtobemeworks.com



hello@proudtobemeworks.com



ProudToBeMe International · Remote Talent Hub, UK



ProudToBeMe Works

© 2026 ProudToBeMe International.
All rights reserved.

CHOOSE THE PLAN THAT FITS

PLAN 01 • ADMIN

Basic •

Day-to-day admin, handled.

Perfect for solo entrepreneurs and small businesses that need reliable admin support to stay organised and save time.

Hourly: Pay-as-you-go **£22/hr**

Monthly **£850**

6 months **£4,999**

- ✓ Email & Calendar Management
- ✓ Inbox organisation & response
- ✓ Schedule meetings & appointments
- ✓ Travel bookings & itinerary management
- ✓ Data Entry & CRM Updates
- ✓ Online Research
- ✓ Document Formatting
- ✓ File & Cloud Organisation
- ✓ Up to 20 Hours of Admin Support

Annual £8,999

Annual: 13 months for the price of 12

PLAN 02 • ADMIN + MARKETING

Standard •

Admin handled, marketing in motion.

Ideal for growing businesses ready to build visibility while keeping operations smooth and consistent.

Hourly: Pay-as-you-go **£25/hr**

Monthly **£1,000**

6 months **£5,400**

- ✓ Everything in Basic Plan
- ✓ Social Media Management (2 Platforms)
- ✓ Content Creation (8 Posts/Month)
- ✓ Post Scheduling & Engagement
- ✓ Monthly Newsletter Creation & Send
- ✓ Basic Graphic Design (3 per Month)
- ✓ Monthly Performance Report
- ✓ Up to 60 Hours of Support

Annual £9,999

Annual: 13 months for the price of 12

PLAN 03 • FULL STACK

Premium •

Your complete remote team.

For established businesses that want expert support across admin, marketing, and operations all in one.

Hourly: Pay-as-you-go **£30/hr**

Monthly **£1,199**

6 months **£5,999**

- ✓ Everything in Standard Plan
- ✓ Advanced Social Media Management (3-4 Platforms)
- ✓ Content Creation (12-16 Posts/Month)
- ✓ Paid Ad Management & Reporting
- ✓ Website Updates & Maintenance
- ✓ Lead Generation Support
- ✓ Advanced Reporting & Insights
- ✓ Up to 100 Hours of Support

Annual £11,999

Annual: 13 months for the price of 12