

OUTSOURCING TEMPLATE

TEMPLATE FOR VIRTUAL ASSISTING WORK

I would like to hire a virtual assistant to help me with my [blogging / publishing e-books / managing my social media]. Tasks would include:

[Task #1]

[Task #2]

[Task #3]

[Task #4]

This will be a [hourly / fixed rate] project lasting for [6 weeks / 3 months / 6 months], requiring an estimated [12 / 25 / 50] hours of work.

TRAINING

I have created a [checklist, video tutorial, etc] that will show you how to complete the tasks to my satisfaction.

REQUIREMENTS

- Willing to Sign Non-Disclosure Agreement
- Availability for [Skype Calls / Facebook Chats / Emails]
- Experience in [Blogging / Publishing / Social Media] preferred
- Willing to Increase Responsibilities and Help with Other Areas (provided you're a good fit)

CONTACT ME

If you're interested in the project, please respond with a proposal and [2] samples of your work or testimonials from other satisfied clients.