

# Virtual Assistant Client Consultation Form

**Business Name:** Virtually.

**Contact Email:** [brooke.va@icloud.com](mailto:brooke.va@icloud.com)



## Client Information

**Full Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Location/Time Zone:** \_\_\_\_\_

**Preferred Contact Method:** ☐ Email ☐ WhatsApp ☐ Other: \_\_\_\_\_



## Business Details

**Describe your business (what you do, who you serve):**

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**Website / Social Media Links (if any):**

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## Support Needed

**What areas would you like support with?** (Check all that apply)

☐ Email & Inbox Management

☐ Calendar & Scheduling

☐ Client Onboarding

☐ Social Media Management

☐ Data Entry / CRM

☐ Research

☐ Travel Booking

☐ Document Creation (e.g. PDFs, Templates)

☐ Other: \_\_\_\_\_

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**How many hours of support do you need per week?**

- ☐ Less than 5
- ☐ 5–10
- ☐ 10–20
- ☐ More than 20

**Preferred working hours/timeframe (if any):**

**Would you like a quote/service order?**

- ☐ Yes ☐ No

**Anything else you'd like us to know:**

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