

FAQs



What's a virtual assistant?

Virtual assistants, administrative professionals, executive assistants or administrative assistants are people who support businesses and high-performers with the maintenance and execution of their work.

What's your hourly rate?

\$40/hr. We offer hourly and package rates. Our most common package is the standard 6-hour block of virtual administrative support.

Do you help with social media?

Yes. We offer complete social management (planning, content creation, implementation/engagement and reporting) or à la carte services.

Need more info? Write to us!
hello@servantsheartbusiness.com

FAQs



Do you run Facebook ads?

Sort of. We don't specialize in paid advertisements. If you're looking for an expert to run specialized ad campaigns, we're not your cup of tea. If you want general knowledge on how they work and want to try them out for the first time, we can help with setting up preliminary paid ads.

Can you redo my website?

No. We are not website developers or web designers. We have referral partners we can recommend for such work. However, if you need help managing or updating *website content*, you're in the right place.

Can you come to my office?

Depends. We primarily offer virtual administrative services. If you have a special project that requires face to face interaction, contact us to discuss the details.

Need more info? Write to us!
hello@servantsheartbusiness.com

FAQs



Do you plan events?

No. We're not event planners. We offer support services for the execution of pre-planned events. These services can include being the Point of Contact for attendees, the guest liaison for in-person events, or managing tech support for virtual events.

Do you offer free consultations?

Yes. Contact us for a free 15-minute consultation to assess your administrative needs or click [HERE](#) to take our admin quiz.

Can you help promote my business?

Yes. Marketing needs vary depending on the client and project. Contact us to discuss further.

Need more info? Write to us!
hello@servantsheartbusiness.com

FAQs



Where are you located?

The company is based in the U.S. in the state of Georgia. We don't have a physical location. Our employees are virtual.

What are your hours of operation?

Monday-Friday, 8 AM-5 PM EST. Our offices are closed for all major holidays.

How do you accept payment?

SHS accepts all major credit cards, ACH, PayPal and Zell for payment of services rendered. We do not accept Cashapp.

Need more info? Write to us!

hello@servantsheartbusiness.com