



FULLY MANAGED

# Virtual Assistants for Startups and SMEs

We help hundreds of businesses grow faster by delegating recurring, mission-critical tasks to dedicated virtual assistants.



# Why Sigrid?

At Sigrid, we'll match you with a dedicated Virtual Assistant (VA) with deep business experience to support you and your team. Your handpicked assistant is pre-vetted, trained, and managed by us.

Your dedicated VA will help manage and coordinate your work, personal, and family logistics.

Your VA is supported by our entire team of Virtual Assistants and Specialists for specialized and critical tasks.

We also guarantee seamless continuity, which means that another VA will step in and provide care when your dedicated VA is on leave.

And we follow you where your clients are.

This gives you the freedom and flexibility in how, where, and when you work and to manage your work-life balance better.

We use MySigrid, our proprietary Collaboration & Task Management Platform, to solve tasks efficiently and collectively - improving quality, reducing human error, and increasing speed.

Sigrid is easy to set up and integrate into your existing systems and processes.

**BARK**

**Allied  
Crowds**

 **Little Sun**



**OLIVELA**

*” My dedicated VA is one of the hardest working and most responsive people I have had the honor to work with. And the larger Sigrid team is always ready to jump in and help if something arises during off-hours for my VA. I don’t know what I did before you all helped organize my life! You truly make everything possible. Thank you.”*



Stacey Boyd,  
Founder, OLIVELA,  
New York

*”I’ve tried working with virtual assistants four or five times in the past—and this is the first time we’ve encountered a service that was more of an asset than a bandaid. I highly commend Sigrid for structuring their services in a way that enables them to deliver quality support with such consistency. If we didn’t have Sigrid then we would be in a real emergency situation.”*



Founder & Executive  
Chairman at LCR  
Capital Partners LLC

*”I love the consistency of the service provided by Sigrid. They have all the training and documentation in place so that even if another VA has to handle my concerns, this VA already knows my working style and expectations and can deliver the results I want.”*



Lee Yuancheng,  
CEO, A Space Between,  
Singapore

# Let us clear your To-Do List

## Work

- Executive Admin,
- Calendar & Scheduling,
- Travel Management,
- Project Management,
- Human Resources,
- Bookkeeping,
- Social Media Management,
- IT Support,
- Data Entry,
- Online Bills Payments,
- Reminders about important dates & events.

## Life

- Personal tasks,
- Health & Personal Care,
- Household Maintenance & Repairs,
- Child & Family Logistics,
- Bookings at Restaurants & Hotels,
- Activities & Entertainment,
- Birthdays & Holidays,
- Childcare & Schooling,
- etc.



## College-educated Virtual Assistants & Specialists

- Have excellent English proficiency (Kaplan rating: Advanced/Highly Proficient).
- Enjoy weekly co-working and continuous online and in-classroom training.
- Are supervised by a Customer Success Manager and a professional management team.
- Are full-time, salaried staff of Sigrid with full health coverage.
- Have 5+ years of professional work experience.

Our Virtual Assistants have worked for some of the world's most respected service companies

# A Customer Success Manager to cover any issues

- **Need a different assistant?** We'll match you with the right person!
- **Need more hours?** We'll top up your subscription hours.
- **Need help from specialists?** Just let us know and we'll gladly assist you.
- **Do you have a special request?** Let's make it happen.
- **Do you need an assistant who also speaks your native language?** We'll accommodate your request.

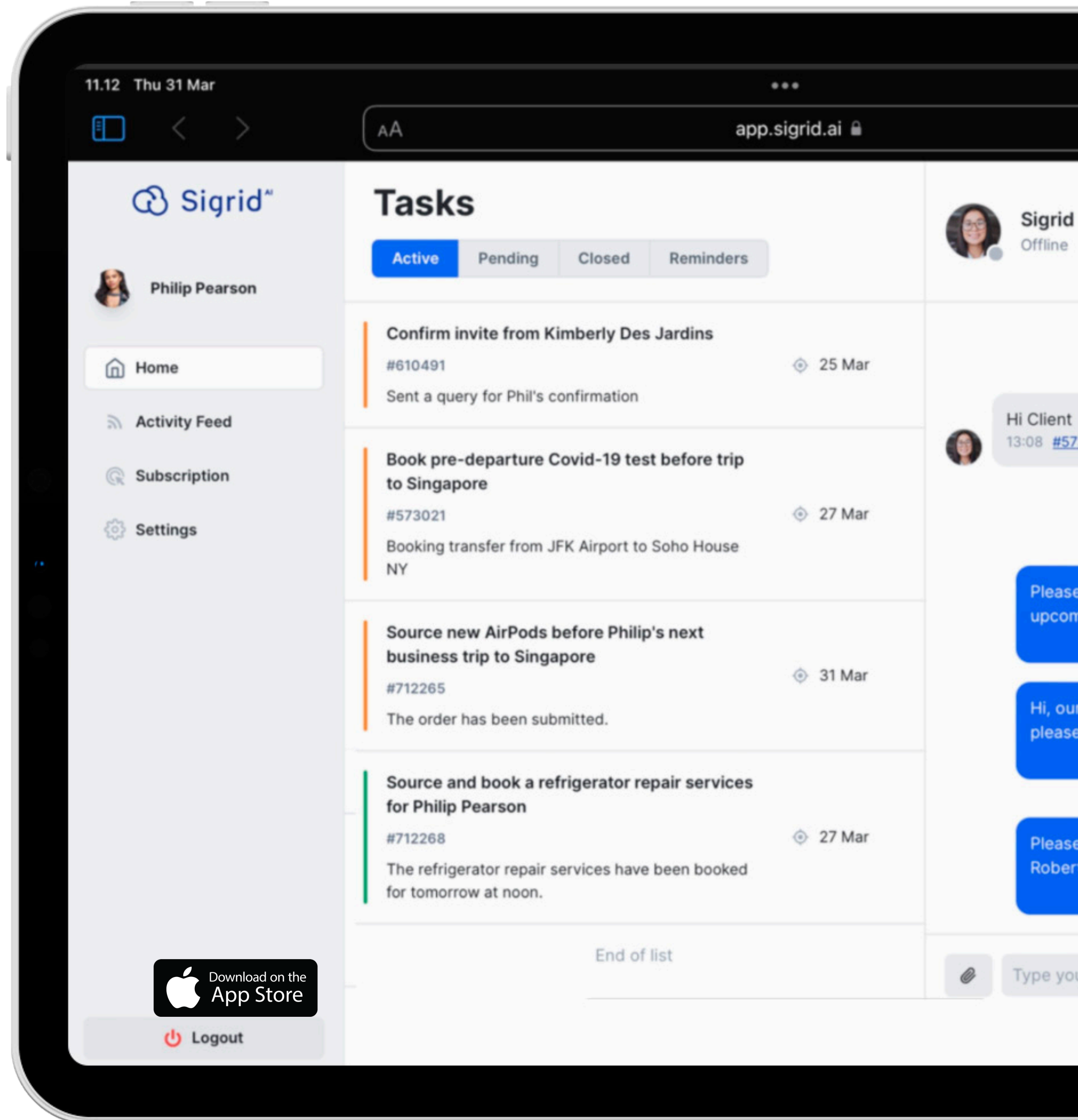


# We'll make sure your Virtual Assistant thrives

Besides making sure your Virtual Assistant (VA) has all of the necessary tools and systems in place, we'll also provide a co-working space where your VA can connect with the whole Sigrid community. They'll have access to team-building events, training sessions, and monthly social gatherings.

[BOOK A CONSULTATION](#)



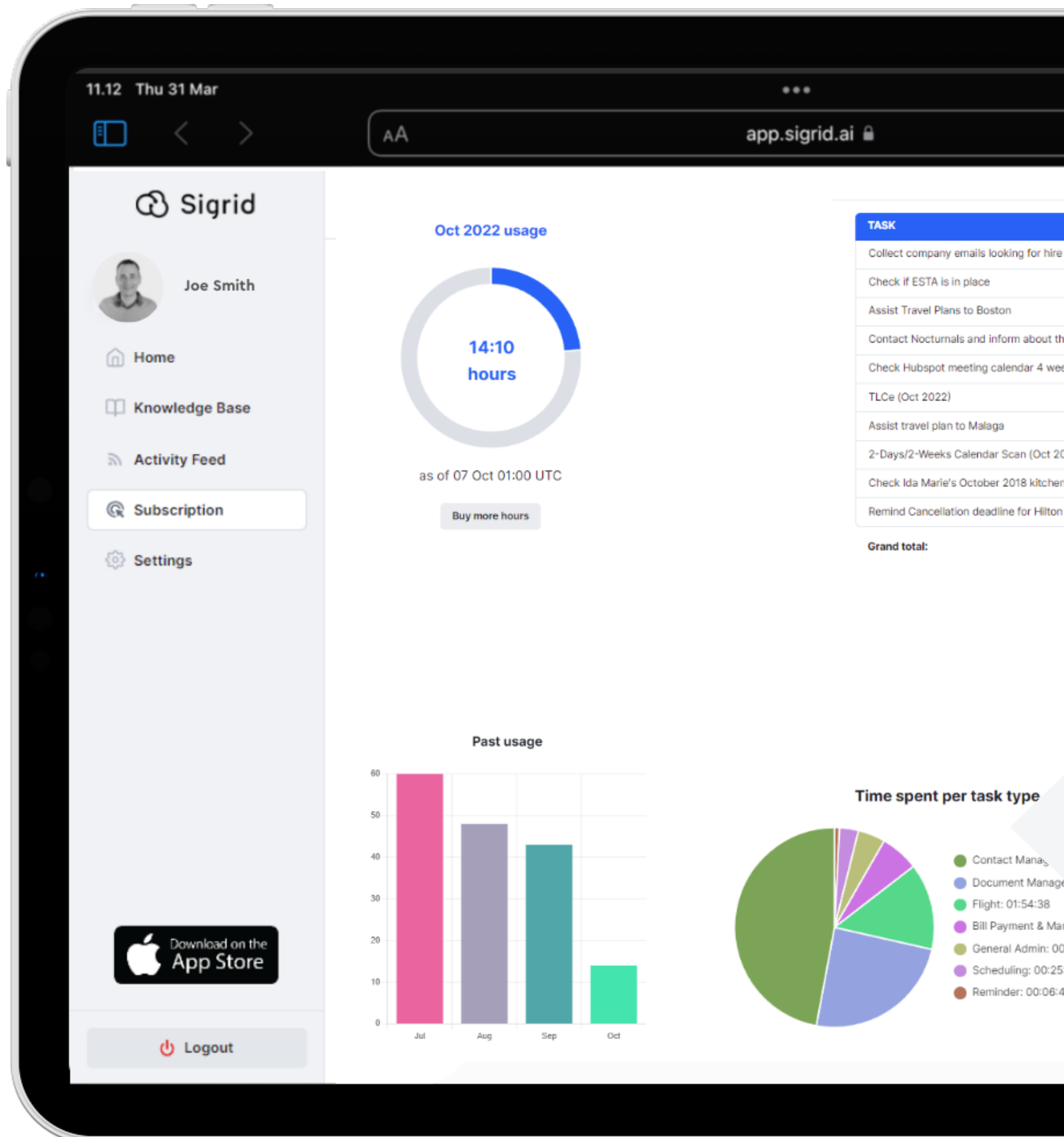


# Delegate effortlessly with MySigrid

MySigrid—our custom-built Collaboration & Task Management platform—allows you to collaborate seamlessly with your Virtual Assistant (VA) on projects and tasks. We accommodate your preferred mode of communication. Prefer texting? Great! More comfortable with email? Done. You'll get access to the following features when you use MySigrid:

- ✓ *View all delegated tasks in one place.*
- ✓ *Quickly capture tasks anywhere using the rich chat interface.*
- ✓ *Follow real-time progress towards task resolution.*
- ✓ *Receive reminders about important dates and events.*
- ✓ *See if your remote staff member is 'On Duty'.*
- ✓ *Monitor subscription usage in real-time.*





# Monitor performance in real-time

Want to know precisely what your Virtual Assistant (VA) spends their time on, or which projects and task types take up the most time? Or perhaps you want to know how often deadlines need to be adjusted? We've got you covered with the KPI Dashboard in MySigrid.

# How we work



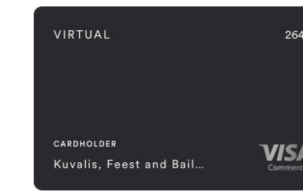
Communicate with your Virtual Assistant (VA) any way you want (e.g. email, chat, Zoom, or WhatsApp). Too busy to type? You can use Voice Notes to assign tasks in the MySigrid to-do list app. MySigrid will capture all of the tasks in one place.



We set up Secure Data Vaults powered by 1Password for the safe sharing of sensitive data (including passwords and credit card details).



Your Virtual Assistant (VA) will update your Client Fact Book (CFB) on a daily basis so that everyone in the Sigrid team knows your preferences and specific instructions.



As for payments and bookings, your Virtual Assistant (VA) can manage online payments and bookings using your preferred payment method or use your Sigrid Virtual Debit Card.

# Flexible subscription -pricing & no contracts

Choose the package that reflects your needs and start making your time count. Regardless of which package you choose, you can cancel or change your subscription with one month's notice. Your Sigrid subscription covers your own dedicated Virtual Assistant (VA), complemented by a backup Virtual Assistant. You'll also receive support from our team of Specialists.

[BOOK A CONSULTATION](#)

**15**  
Hours/month  

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**Personal**

**30**  
Hours/month  

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**Start-up**

**60**  
Hours/month  

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**Growth**

**120**  
Hours/month  

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**Enterprise**

**YOU GET THE FIRST 2 WEEKS FOR FREE ON ALL OUR PLANS**

**PERSONAL PLAN**

**\$450**/mo

**15 hours** of support per month

**A dedicated Virtual Assistant (VA).**Your single point of contact for all your requests and tasks

1 User

Online hours: 1 hr/day

Top-up: US\$32 per hour

A trained backup VA

Access to our entire team of Specialists for specialist tasks

Support from a Customer Success Manager (CSM)

**SIGN UP**

**STARTUP PLAN**

**\$850**/mo

**30 hours** of support per month

**A dedicated Virtual Assistant (VA).**Your single point of contact for all your requests and tasks

Multiple Users

Online hours: 2 hr/day

Top-up: US\$28 per hour

A trained backup VA

Access to our entire team of Specialists for specialist tasks

Support from a Customer Success Manager (CSM)

**SIGN UP**

**GROWTH PLAN**

**\$1,500**/mo

**60 hours** of support per month

**A dedicated Virtual Assistant (VA).**Your single point of contact for all your requests and tasks

Multiple Users

Online hours: 4 hr/day

Top-up: US\$25 per hour

A trained backup VA

Access to our entire team of Specialists for specialist tasks

Support from a Customer Success Manager (CSM)

**SIGN UP**

**ENTERPRISE PLAN**

**\$2,400**/mo

**120 hours** of support per month

**A dedicated Virtual Assistant (VA).**Your single point of contact for all your requests and tasks

Unlimited Users

Online-hours: 8 hr/day

Top-up: US\$20 per hour

A trained backup VA

Access to our entire team of Specialists for specialist tasks

Support from a Customer Success Manager (CSM)

**SIGN UP**

# All plans include...

The following features are a standard part of our service:

- ✓ You'll meet your Virtual Assistant (VA) before you start.
- ✓ Personalized onboarding process.
- ✓ 1 hour complimentary launch meeting.
- ✓ Your assistant is integrated into your team and systems.
- ✓ Your staff member gets a branded email@your-company.com.
- ✓ Collaborate using email, chat, local phone, Zoom, WhatsApp, MS Teams, Slack, or the MySigrid app for the web and iOS.
- ✓ Well-educated, English-speaking staff.
- ✓ Each member of our staff has a minimum of 5-10 years of professional experience.
- ✓ Support from a dedicated Customer Success Manager.
- ✓ Available in all time zones—from US Pacific Standard Time to Hong Kong Standard Time.
- ✓ Online payments and bookings with a virtual debit card.
- ✓ Secure sharing of sensitive data with our online Client Secure Vaults powered by 1Password.
- ✓ Access to the Task Management Dashboard in MySigrid.
- ✓ Access to the Private Dashboard to track your hours in MySigrid.
- ✓ Switch plans and cancel anytime.
- ✓ No start-up fees.

# Comparing Sigrid to the alternatives...

Concern	Sigrid	Hire Full-Time	Outsourced Tasks
Cost	US\$ 450/month	US\$ 4000+/month	US\$ 200 - 1,000
Time to Start	Immediately	4-8 weeks	1 weeks
Replacement Efforts	Easy: One email	Difficult: New Hire	Difficult: New Hire
Management	Customer Success Manager	Needs daily management	Needs daily management
Training	Professionally trained	Training: 2-4 weeks	Training: Spotty
Expertise	Diverse Skillsets	Specific to 1 person	Specific to Contractor
Continuity	Continuity is guaranteed	You have to start over	You have to start over
Cancellation Terms	1 month's notice	Difficult to cancel	Cancel anytime
Information handover	Client Fact Book	Brain-drain when they leave	Brain-drain when they leave

## Contact

### Sigrid

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+65 3129 5464  
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## About

Sigrid Premium Subscription Staffing is a subscription-based, managed virtual assistant service. At the heart of our service is the idea that collectively we're smarter. When you sign up for one of our subscription plans, you're also hiring the sum total of our team's expertise.

