

Virtual Assistant Assignment Template

When working with a Virtual Assistant (VA), the key is to be as detailed as possible, but this template should give you a very good formula to start with.

Assignment Description:

[Insert a description of the assignment. Be as detailed as possible.]

Steps Involved:

[Insert step-by-step instructions on what you'd like done. Start keeping a folder with all your step-by-step instructions, so you can simply copy and paste as needed. There is need to train over again when you have instructions written and ready]

Expected Output:

[What do you want the VA to turn in when she/he is finished? For example, if they are conducting research, do you want it in .doc format? How long should it be? If they are making your appointments, should they be added to your Google Calendar?]

Payment Information

[How, when and how much will the VA be paid?]

Deadline:

[insert deadline details]