



# Brochure



# RETAINER PACKAGES



**4 HOURS**  
**£110**

**10 HOUR**  
**£250**

**15 HOUR**  
**£375**

**Per month costs**

## CONTENT CREATION

- Copywriting
- Design leaflets
- Create PowerPoint presentations
- Blog writing
- Content creation
- Social media templates
- Market materials
- Email marketing copy
- Design social media posts
- Design banners for emails and social media accounts

## ADMIN SERVICES

- Email Management
- File Management
- Calendar management
- Appointment scheduling
- Sorting emails/spam
- Basic data entry
- Create Assets e.g. presentations
- Onboarding new clients
- CRM management
- Send reminders
- Create spreadsheets
- Research

## SOCIAL MEDIA SERVICE

- Create engaging social media posts using Canva
- Social media strategy
- Monitor your social media accounts
- Plan and schedule posts
- Respond to your audience's queries and feedback
- Grow your account

# SERVICE ONLY

## SOCIAL MEDIA MANAGEMENT

STRUGGLING WITH MARKETING YOUR BUSINESS OR MANAGING YOUR SOCIAL MEDIA ACCOUNTS?

What I can help you with is:

- Create engaging social media posts using Canva
- Social media strategy
- Monitor your social media accounts
- Plan and schedule posts
- Respond to your audience's queries and feedback
- Grow your account

**Packages are tailored to suit how many channels you need and how many posts. Get in touch for a quote.**

**SOCIAL MEDIA MANAGEMENT**  
HOURLY OR PACKAGES

**ADMIN SERVICE**  
£22 HOURLY RATE

## ADMIN SERVICE

STRUGGLING WITH MANAGING ADMIN TASKS? JUST DON'T HAVE THE TIME?

As an admin virtual assistant, I can take over most tasks that a typical administrative assistant does.

What I can help you with is:

- Email Management
- File Management
- Calendar management
- Appointment scheduling
- Sorting emails/spam
- Basic data entry
- Create Assets e.g. presentations
- Onboarding new clients
- CRM management
- Send reminders
- Create spreadsheets
- Research

# SERVICE ONLY CONTENT CREATION

What I can help you with is:

- Copywriting
- Design leaflets
- Create PowerPoint presentations
- Blog writing
- Content creation
- Social media templates
- Market materials
- Email marketing copy
- Design social media posts
- Design banners for emails and social media accounts

**CONTENT CREATION**  
£22 HOURLY RATE

# A LITTLE ABOUT ME

Hi, I am Donna - Your Digital Virtual Assistant for Social Media, Marketing, admin and Design.

I have worked with clients from different settings since 2018, including:

- Fitness / Sports businesses
- Retail
- Publishing
- Multiple charities
- Self employed businesses
- Small businesses e.g. cleaning, garages, health, taxi firms.
- ADHD coaches/holistic business
- IT business



**PURPLEBEE**  
VIRTUAL ASSISTANT

# PREVIOUS CLIENT WORK



PURPLEBEE  
VIRTUAL ASSISTANT



## BATTLEARENA CLIENT



# EVERGREEN CARE TRUST

Evergreen Care Trust  
promoting healthy ageing

Welcome to The Evergreen Trust and thank you for joining us. Evergreen Care Trust has developed services, both voluntary and paid services for our members depending on their needs. Our services are designed to promote wellbeing in ageing and help avoid loneliness. Paid services we provide are: Support, Warden, Equipment. We maintain the highest levels of integrity, transparency in all our dealings with people. You do, it makes a difference in the

[@EvergreenCareTrust](#)  
[@EvergreenCareHQ](#)  
[@evergreen\\_care\\_trust](#)  
[www.evergreencare.org.uk](http://www.evergreencare.org.uk)

## INDUCTION BOOKLET

FUNDRAISER  
**EVERGREEN BBQ**  
RESOURCES PACK

Evergreen Care Stamford & Dis.

## TOOLKIT

PRAYER  
FROM OUR DIRECTOR & VOLUNTEER

EVERGREEN NEWSLETTER  
Your community

SEMINAR ACTION WEEK 2022  
PRESIDENT'S MESSAGE

PRAYER  
As we look out on the building new life that is spring. We look toward Easter and to our risen Christ who comes to heal and save, to minister his grace to all.

We give thanks for the work of our Evergreen staff and in their care of our members. We pray for continued protection as they go out as the helping hands of the Evergreen work force. There to serve and there to care.

Father we thank you for the Evergreen Care Trust and for our continued growth in improving and changing our services, responding to our communities needs.

Christ is risen, he is risen indeed alleluia

Evergreen Care Trust  
Have you seen our new website?  
Visit: [www.evergreencare.org.uk](http://www.evergreencare.org.uk)  
Follow us on social media:  
[@EvergreenCareTrust](#)  
[@EvergreenCareHQ](#)  
[@evergreen\\_care\\_trust](#)

EVERGREEN NEWSLETTER  
March quarterly

## QUARTERLY NEWSLETTERS

Evergreen Care Trust  
promoting healthy ageing

"Community staff from Lakeside Health Care in Stamford, including nursing, occupational therapist and social prescribing link workers will be present"

**BUILDING BETTER MENTAL WEALTH IN OUR COMMUNITY**

We are offering adults over the age of 65 a friendly twice weekly gathering for activities and friendship.

This community group for this cohort would be a safe and friendly environment for the members to form long lasting friendships within. To promote social inclusion and engagement in the community.

### The mindful individual activities

- Jigsaws Puzzles
- Reading material
- Board games
- Knitting, crochet
- Hand & Nail Care

### Individual health promotion activities

- Blood pressure check
- Diabetics Sugar Level Check
- Physio/OT discussion/advice
- Chaplaincy & Listening

### The group activities

- Singing
- Group led discussions
- Speakers
- Craft led
- "Stand Strong" to prevent falls
- Scam awareness
- Tea, Coffee, Cake

**NO NEED TO BOOK. JUST TURN UP. ALL WELCOME.**

## ROLLER BANNER

Stamford  
**Christmas Cracker**

Go on treat yourself or someone you love Every ticket helps fund our vital, no charge, volunteer led services.  
**25 Prizes up for grabs**

£1 a ticket

Click here to buy tickets

## CAMPAIGNS

UPDATE ON PAST FUNDRAISING EVENTS

We were very busy last quarter fundraising! It is due to the generosity of our local community and sponsors that we raised a massive £3,958 in our annual Christmas Cracker campaign. We really could not continue our vital work without such incredible donations and not to forget our wonderful volunteers and staff. It is with real gratitude that we extend our thanks to all the sponsors who donated a gift.

We strive to promote healthy ageing, so we thought it only right that we lead by good example and a few Evergreen staff entered the annual Santa Fun Run. This was a great morning out to spend time with the team and dress up like Santa too! It was a win win for us! We had great fun and managed to raise £424 for Evergreen!

Stamford Christmas Cracker

# SOCIAL MEDIA POSTS



**TESTIMONIAL**

Ben pushes me beyond my comfort zone and I'm using more machines than I usually would when I go the gym. Without his support, I definitely wouldn't be where I am now - here's to many more weeks and months of training.

Natasha Clarke

**KNOW YOUR MILK**

Almond Milk Calories: 40 Protein: 2g Sugar: 0g	Soya Milk Calories: 80 Protein: 7g Sugar: 1g	Cashew Milk Calories: 156 Protein: 4.5g Sugar: 3g
Coconut Milk Calories: 50 Protein: 0g Sugar: 0g	Dairy Milk Calories: 150g Protein: 8g Sugar: 12g	Oat Milk Calories: 130 Protein: 4g Sugar: 2.5g

**IS IT HEALTHY TO MEDITATE EVERYDAY?**




**PLANK MISTAKE #1**




**WRONG**  
Hips too high






**RIGHT**  
Keep hips in line with your shoulders and heels



# LINNIE FITNESS

**WHEN SOMEONE SAYS IT'S FRIDAY**

**MYTH**

Bread does not make you Fat






**DON'T BE AFRAID TO WALK AWAY FROM THINGS THAT ARE JUST NOT RIGHT FOR YOU**




**OFFER**

20% off Pay As You Go sessions



**DROPPING WEIGHT FAST VS SLOW**

<p><b>FAST WEIGHT LOSS</b></p> <p><b>PROS</b></p> <ul style="list-style-type: none"> <li>Achieve your goal quicker</li> <li>Spend more time on other pursuits</li> <li>Less likely to give up</li> <li>More motivated, and you see larger weekly changes</li> </ul> <p><b>CONS</b></p> <ul style="list-style-type: none"> <li>Hunger and cravings tend to be higher</li> <li>You are more likely to lose muscle mass</li> <li>You can get more tired quicker</li> </ul>	<p><b>SLOW WEIGHT LOSS</b></p> <p><b>PROS</b></p> <ul style="list-style-type: none"> <li>Doesn't impact your day-to-day life</li> <li>You get to preserve your performance and muscle mass much better</li> <li>Hunger and cravings are much less noticeable</li> <li>You're not as fatigued or food-focused</li> </ul> <p><b>CONS</b></p> <ul style="list-style-type: none"> <li>Results come much more slowly</li> <li>Tracking your progress is trickier</li> <li>You're more likely to get tired of 'dieting' and give up</li> </ul>
---	--



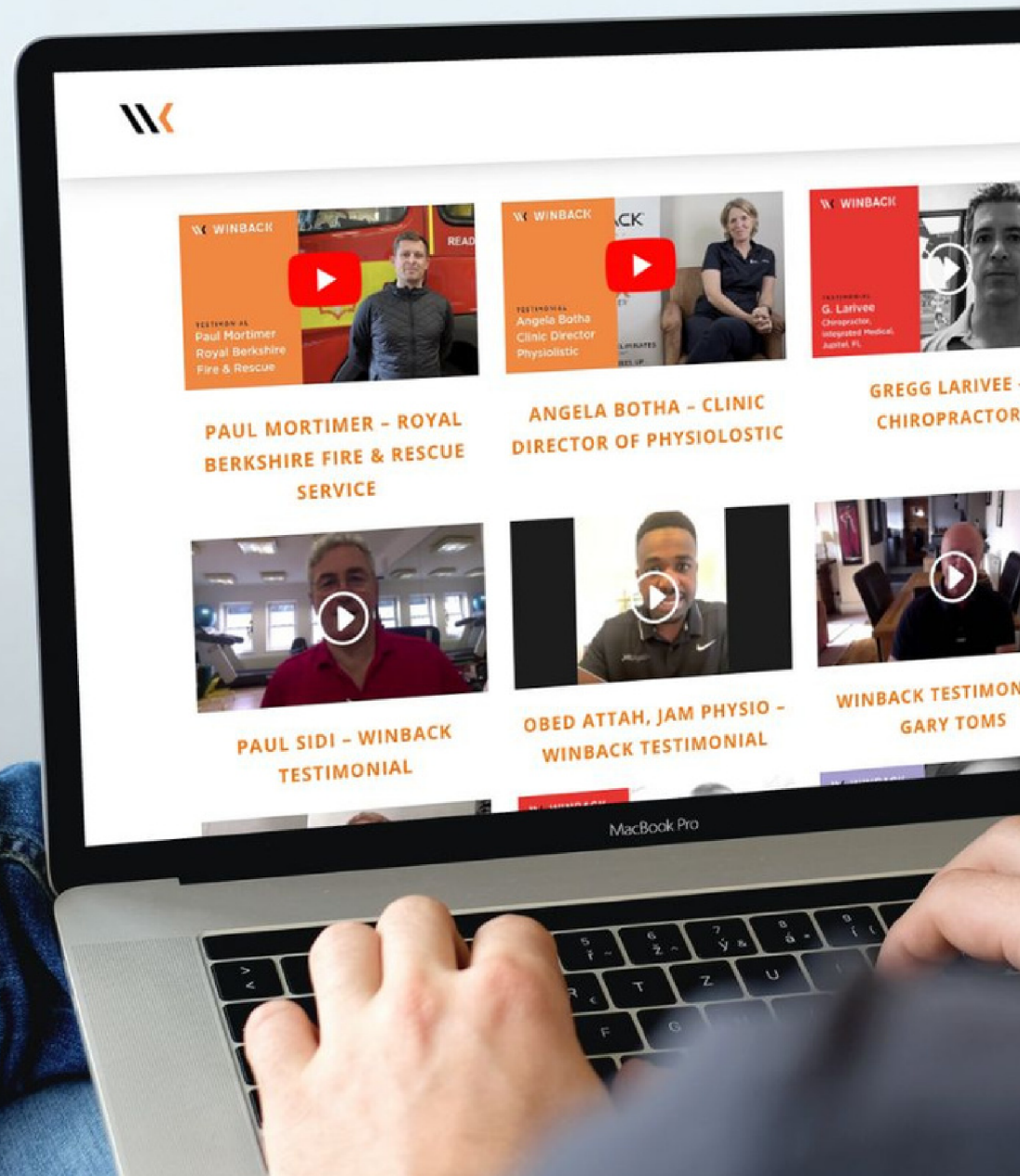
**Do you have fitness and health goals, but don't know where to start?**

**I CAN HELP!**

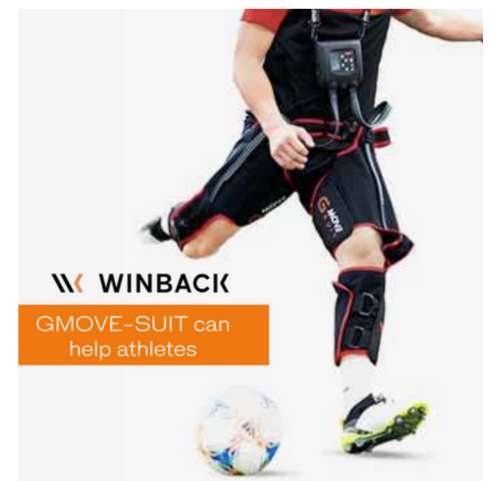
## SOCIAL MEDIA POSTS

# WINBACK



# WINBACK

# WINBACK MEDICAL





## SOCIAL MEDIA POSTS

How can Tecartherapy help my C-section scar?

**FIND OUT HOW**



**FIND OUT MORE**

Tecartherapy technology helps our physiotherapists

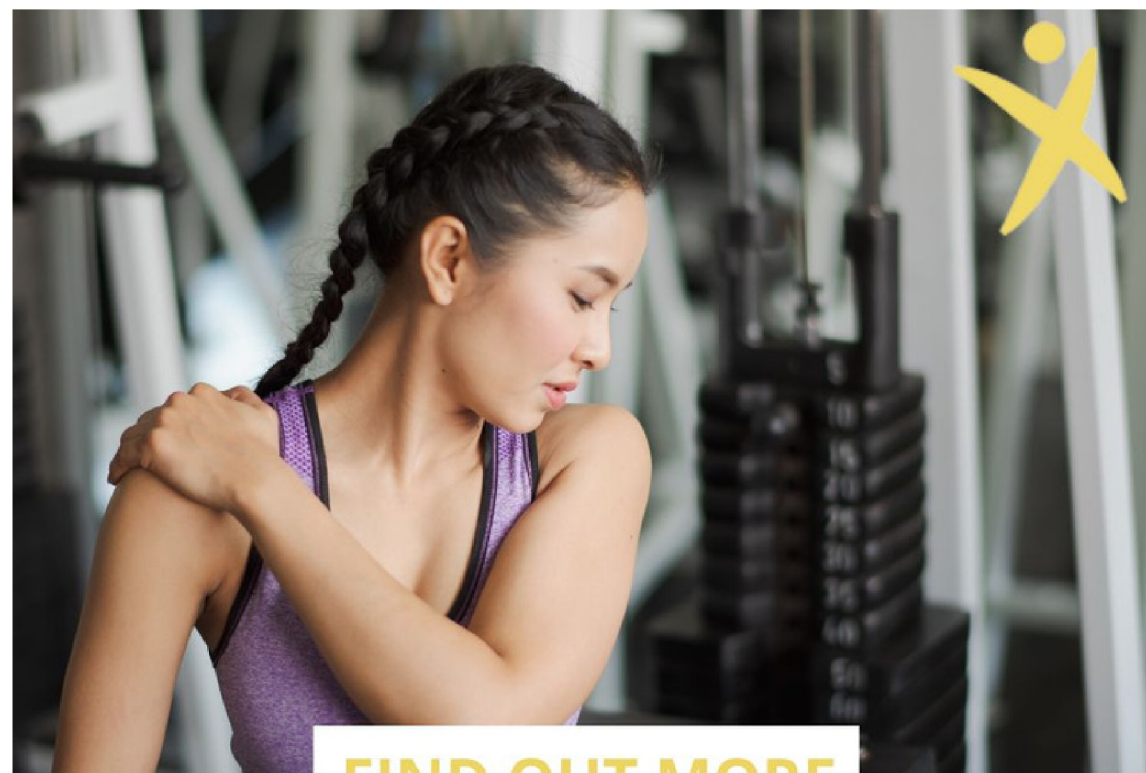


# TOP TO TOE PHYSIOTHERAPY



Our Tecartherapy technology can help you manage your pain relief

**GET STARTED TODAY**



**FIND OUT MORE**

Suffering from muscle pain ?



**GET HELP TODAY**

SPORTS REHABILITATION IS FASTER with Tecartherapy

Get in touch



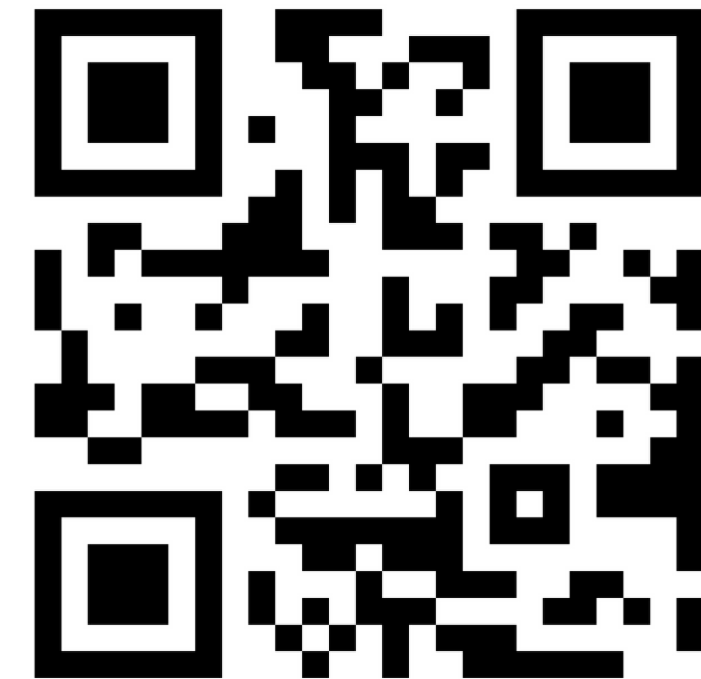
[purplebeeva@gmail.com](mailto:purplebeeva@gmail.com)



07908375433



PURPLEBEE  
VIRTUAL ASSISTANT



[www.purplebeeva.com](http://www.purplebeeva.com)