

# Welcome to SC Services

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Entrepreneur Info Packet



Running a business is rewarding but it can also feel overwhelming. Many women feel like they have to do everything themselves. SC Services is here to change that.

We link arms with women like you - entrepreneurs who want support but still want to stay in control. Our trained Virtual Assistants (VAs) and Online Business Managers (OBMs) handle the tasks and operations that slow you down, so you can focus on growing your business and doing what you love.

## **How the SC Services VA/OBM Process Works**

### **Step 1: Read the Info Packet**

Understand what we offer, the roles of VAs and OBMs, and how we structure projects to support your business.

### **Step 2: Complete the Intake Form**

Tell us about your business, goals, priorities, and preferred working style. The more we know, the better we can match you with the right support.

### **Step 3: We Match You with the Right Support**

We pair you with a VA or OBM whose skills, personality, and availability align with your business needs.

### **Step 4: Start Delegating with Confidence**

Your assistant begins completing tasks efficiently while keeping you updated. At any point, you can scale or adjust support to match your business growth.

## **Roles Explained**

### **Virtual Assistant (VA)**

- Task-based support: email, scheduling, research, content support, social media, admin

### **Online Business Manager (OBM)**

- Oversight, strategy, and operations management
- Coordinates multiple moving parts in your business

## Your Responsibilities

- Provide clear project details and deadlines
- Share access to tools/accounts as needed
- Give feedback so tasks are completed accurately

## What SC Services Provides

- A trained VA or OBM matched to your business
- Structured workflow and progress updates
- Ongoing guidance and support to ensure your business runs smoothly

## Pricing & Payment

- Payment amounts are listed upfront per project or package
- Payment options: PayPal, Zelle, bank transfer, or another agreed-upon method
- One-off projects or ongoing support available

## Next Steps

If you'd like to move forward, complete the Entrepreneur Intake Form (linked separately). Once we receive it, we'll reach out with your match recommendations.

We look forward to working with you!



Sarah Case  
Founder, SC Services