



WISHUP  
GET IT DONE





## WE'VE GOT YOU COVERED

We provide highly qualified Virtual Assistants for entrepreneurs, freelancers, professionals and small businesses.

# VIRTUAL ASSISTANTS



## MAKE MORE TIME FOR YOURSELF

At Wishup, we understand that you need to make the best use of your time. So let us **schedule your meetings, manage calendars, conduct research, plan your travel, perform recurring tasks** and manage just about everything else while you take care of your priorities. Our VAs are graduates and highly experienced professionals with a passion for getting things done.

# TIME FOR YOURSELF

# OUR VIRTUAL ASSISTANTS ARE VERSATILE

Sit back and watch our VAs help you with



## INBOX

De-clutter and organise your communication



## RESEARCH

Get actionable insights from our team



## SOCIAL MEDIA

Leverage the power of the internet with precision



## MISCELLANEOUS

Organise all aspects of your life easily



## SCHEDULING

Make your day more productive



## EXPENSES

Never let your bills get out of hand



## TRAVEL

Plan your business trips efficiently



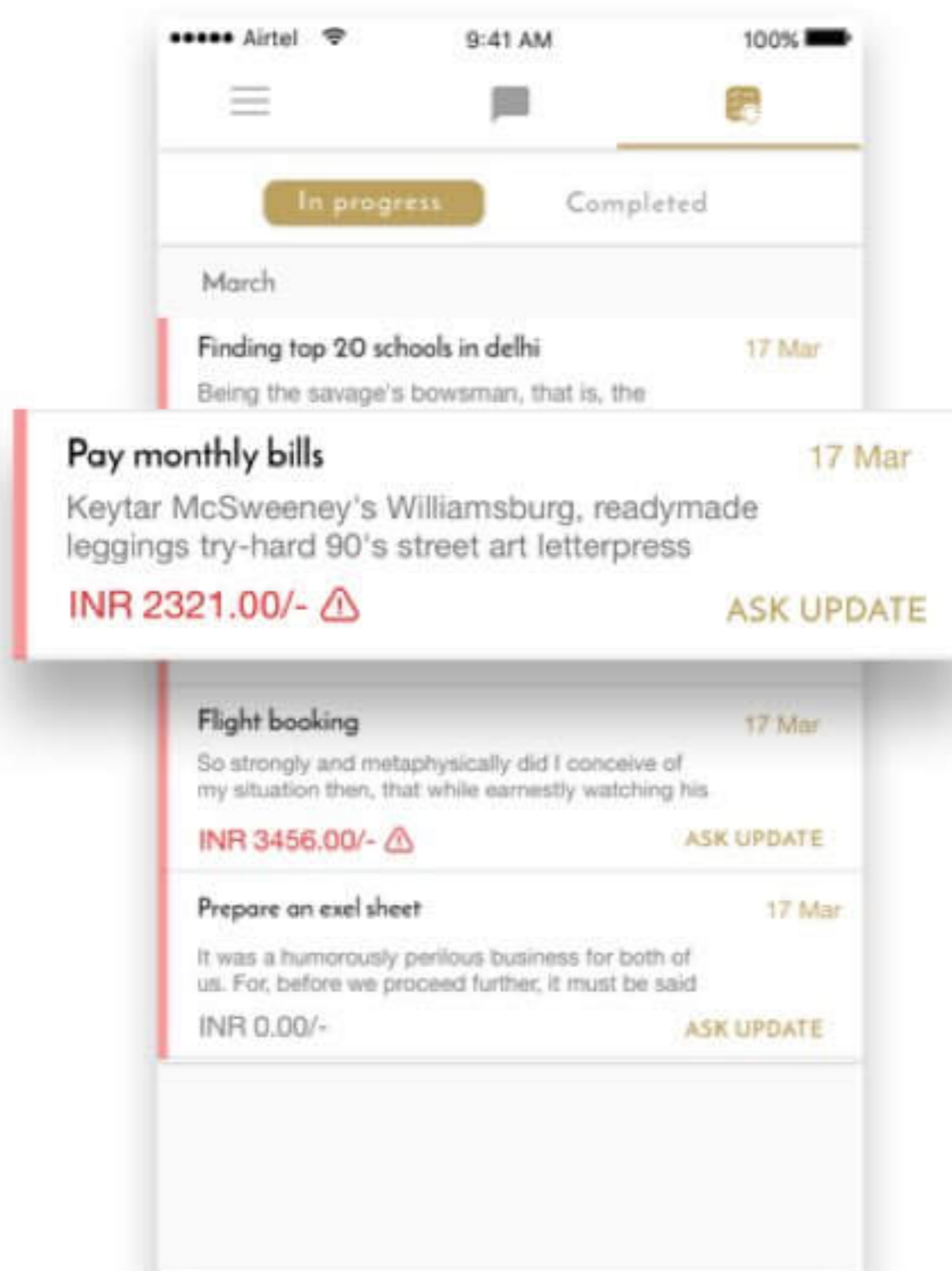
Have a recurrent task? Just let us know the frequency and your VA will take care of it!

For a detailed list of services please visit page 7-8

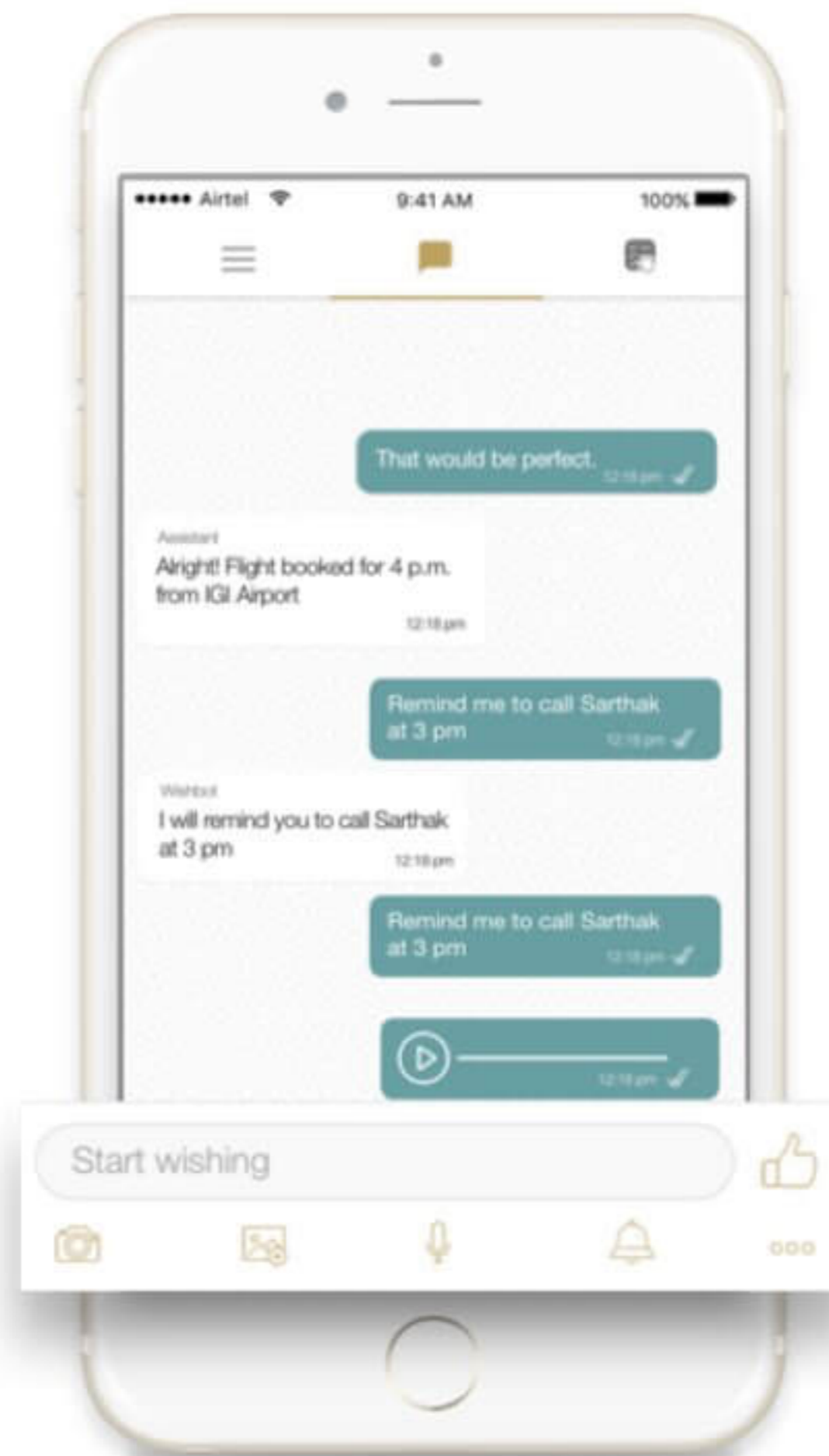
# SERVICES

# CONNECT WITH YOUR VIRTUAL ASSISTANT OVER SMART MOBILE APP

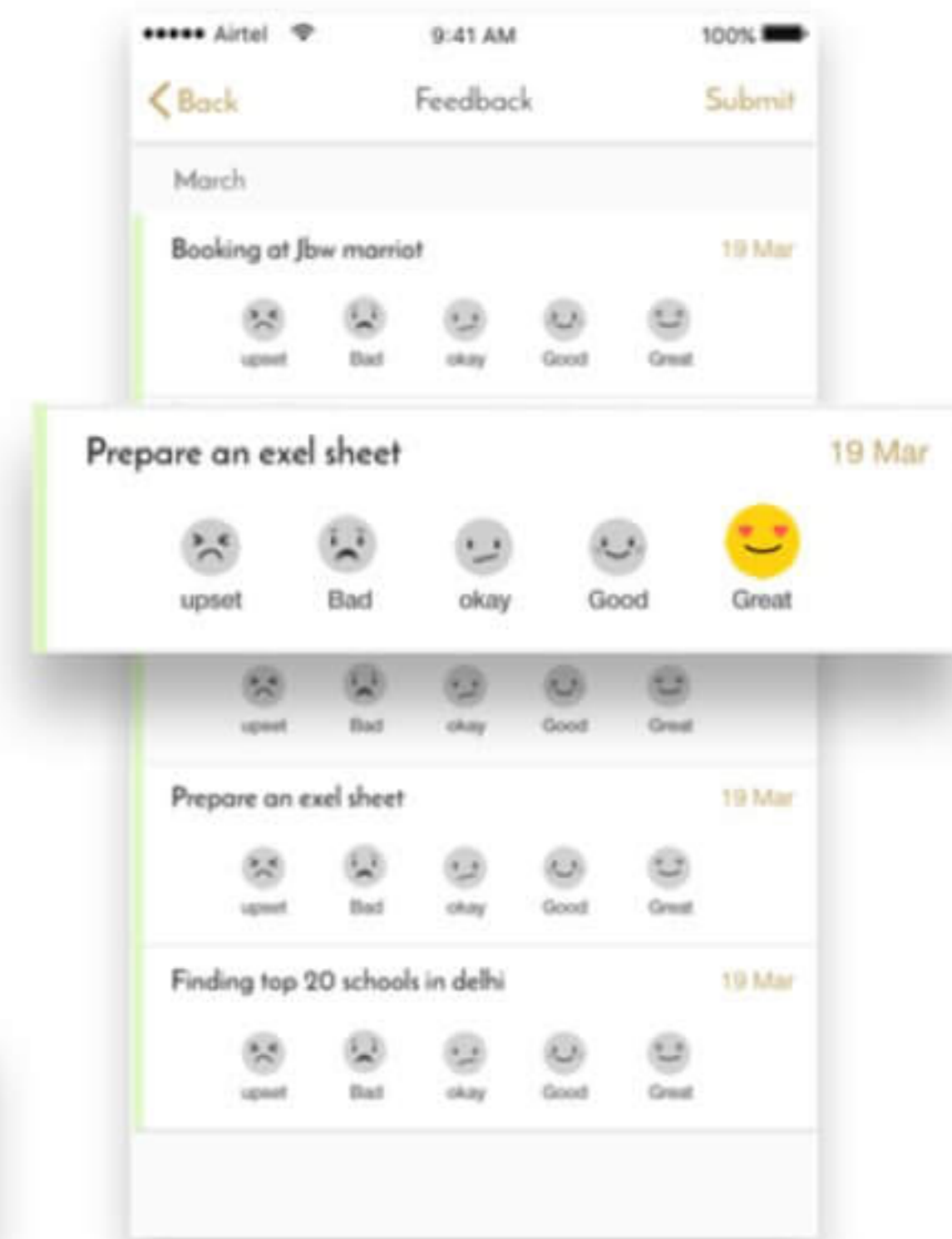
Never miss a step with our  
easy-to-use Tracker



Send voice notes/images/location  
to your assistant



Rate & provide feedback on  
your experience



# MOBILE APP



## YOU CAN REST ASSURED



### Verified Assistants

We'll connect you to experienced professionals who get things done



### Wishup Guarantee

Facing problems? Get in touch with us and we'll sort them out for you ASAP



### 100% Confidentiality

We use up-to-date security technology to ensure that your data is safe



### Technology-Enabled

Our app has it all. Reminders, Live Chat, Task Manager - you got it

# BE ASSURED

## ALL PLANS INCLUDE



### TRAVEL

Plan your business trip more effectively

- Create end-to-end itineraries
- Make travel tickets & boarding reservations
- Remember preferences - seating, food, flights, hotels
- Manage documentation - VISA, passport
- Handle changes to existing bookings
- Find the best offers to optimize travel expenditure



### RESEARCH

Get actionable insights from our team

- Get quotes from vendors & service providers
- Compare off-the-shelf products for business tasks
- Find leads for business development/hiring
- Figure out processes to set up & register businesses
- Conduct research for ancillary business requirements
- Prepare research reports based on industry data



### SCHEDULING

Make your day more productive

- Set up meetings over phone & email
- Set reminders for meetings and to-do
- Update meeting schedules on calendar
- Coordinate with attendees to ensure timely presence
- Take appointments for meetings with clients
- Follow up with employees, vendors on schedule



### EXPENSE

Never let your bills go out of hand

- Create and design expense sheets
- Update expenses on timely basis
- Collect and organize receipts
- Create and send invoices to clients
- File expense reports on platforms
- Send weekly reports for expenses by category

# SERVICES

## ALL PLANS INCLUDE



### INBOX

De-clutter and sort your communication

- Organize & update contact list
- Save & organize visiting cards
- Create filters & rules for incoming mail
- Draft follow up emails for clients/vendors
- Clean up and organize emails in folders
- Set up auto replies like OOH



### MISCELLANEOUS

Organise all aspects of your life easily

- Find content writers & designers
- Arrange for a plumber/electrician
- Appointment with doctors, salons etc.
- Find a translator
- Find a home-based fitness trainer
- Transcript calls



### SOCIAL MEDIA

Wield the power of the internet with precision

- Set up social media accounts for company
- Handle queries & comments on company's pages
- Schedule posts for Twitter, FB, Instagram
- Repost on relevant social media groups
- Follow relevant Twitter and Instagram accounts
- Moderate comments on social media handles

# SERVICES



## SOME HAPPY USERS



### Niels van den Bergh

Growth Consultant, Amsterdam

*"First I was skeptical about the whole VA game. But when I started my trial at Wishup this completely changed. Now I can really feel the value (and power!) a VA can have. The VA's of Wishup are very understanding and well trained and would recommend the service to any entrepreneur who seeks an extra pair of hands! Cheers!"*



### Andrew McDermott

Full-Time Traveler & Ad Agency President

Founder GrowthAdvisors.org, TheRobeLives.com, A & ATakeTheWorld.com

*"I couldn't be more thrilled with my Wishup VA! It took me a few weeks to get the time to organize the work to assign initially, but it's been the best business decision for me this year. I try to steal every moment that I can now to build out more procedures that I can hand off. I feel my sanity coming back & productivity increasing exponentially.*

*I was really surprised by the variety of disciplines that Wishup VAs are experienced in and able to execute on. Naturally, I was concerned about security and trust, but once I got to chat with the CEO, heard about his background, and then chat with my VA - I understand that WishUp is a legit, hard-core group of entrepreneurs and executers ready to help you take your business to the next level."*

# HAPPY CLIENTS

## DON'T JUST TAKE OUR WORD FOR IT, SEE WHAT OUR USERS ARE SAYING



### **Farhad Ahmed**

Founder and Director at Confetti Holdings

*"I have been using the services of Wishup for close to half a year now and I truly feel this is one of the best investments I have made. Managing my time has become so much easier now as now I can concentrate on the important things that matter, while wishup takes care of the rest. I have worked with Anirudh and Yasmin and both are really hard working and they understand my requirements really well."*



### **Sachin Bhandary**

Adventurer, Travel Writer and Explorer  
Founder at Eccentrips

*"Wishup has been a great partner in managing my life which tends to be complicated because of the multiple things I do. I travel and write, plus also consult with a digital media firm. Wishup's services have gone a long way in structuring my life and making it a lot easier. I hope to partner with Wishup for a long time to come."*

HAPPY CLIENTS

# VIRTUAL ASSISTANT PRICING



**1 week trial**

**₹4999**

Per Month  
for Max.

8 Hrs | 1 User



**Mini Assistant**

**₹10999**

Per Month  
for Max.

30 Hrs | 1 Users



**Quater Assistant**

**₹15999**

Per Month  
for Max.

45 Hrs | 2 Users



**Half Assistant**

**₹29999**

Per Month  
for Max.

90 Hrs | 3 Users



**Full Assistant**

**₹55999**

Per Month  
for Max.

180 Hrs | 5 Users

**BUY NOW >**

Add 10 hours at just ₹3333/- or **Request a consultation** and we will customize a plan that works for you.

## FREQUENTLY ASKED QUESTIONS

**Q. Who are these assistants?**

**A.** Your assistants are smart & talented professionals. They are college - educated from the best colleges in India & are rigorously trained in-house for a month.

**Q. When is my VA available?**

**A.** Your VAs are available Mon - Fri from 9 AM to 7 PM IST.

**Q. I need extra hours. What should I do?**

**A.** Please contact us at [sales@wishup.in](mailto:sales@wishup.in)

**Q. What are the tasks VA cannot do?**

- A.**
- Running physical errands
  - Content creation, creative & design work
  - Outbound sales calls
  - Legal, accounting & HR
  - Full-time customer support
  - Receptionist service

**Q. Can the VA make payments on my behalf?**

**A.** Yes, they can make payments on your behalf. You will need to pay first for any transaction, post which the VAs can make payments on your behalf with a limit of 25000 INR per transaction.

**Q. Can the VA make outbound calls for me?**

**A.** Absolutely. Your VA can contact vendors, make reservations, and place phone calls for you but they cannot make outbound sales calls.

## FREQUENTLY ASKED QUESTIONS

**Q. Will I be charged for phone calls the VA makes on my behalf?**

**A.** Yes, the VA will send a detailed statement for these calls.

**Q. Can my VA receive inbound calls?**

**A.** Yes, but accessible only to you. Your VAs cannot receive calls from service providers, contacts, employees on your behalf.

**Q. Can my VA edit a presentation for me?**

**A.** Your VA can format and edit presentation with the content furnished by you.

**Q. Will my VA be working on holidays?**

**A.** Your VA will not be available on Gazetted Holidays in India - (New Year's Eve, New Year's Day, Diwali, Holi, Eid, Independence Day, Republic Day, Labor Day, Christmas Day).

**Q. What if my VA goes on vacation?**

**A.** Every VA is given 2 days of leave in a month (24 leaves in a calendar year). If a VA takes more than 2 leaves, your subscription will be extended by those number of days. Needless to say, any extra leaves will be taken well in advance.

**Q. I want to escalate a serious issue.**

**A.** Please write to us at [contact@wishup.in](mailto:contact@wishup.in)

**Q. I don't like my VA. I want a replacement.**

**A.** No worries. We will arrange a replacement for you within 3 working days. Kindly write to us at [contact@wishup.in](mailto:contact@wishup.in).

## FREQUENTLY ASKED QUESTIONS

**Q. Is my information safe?**

**A.** Wishup cares about the security of your information and uses commercially reasonable physical, administrative, and technological safeguards to preserve the integrity and security of all information collected through our website. However, no security system is impenetrable and we cannot fully guarantee the security of our systems. In the event of an information leak owing to a security breach, Wishup will take reasonable steps to investigate the situation and, where appropriate, notify affected individuals apart from taking other steps in accordance with applicable laws and regulations. Wishup signs a Non-Disclosure Agreement with each employee, a breach of which, in the form of leakage of client information, is liable to lead to strict civil and criminal legal proceedings against the concerned employee(s).



Contact us :

**[contact@wishup.in](mailto:contact@wishup.in)**