

Jenni West

LUXURY VIRTUAL ASSISTANT
FOR TRAVEL ADVISORS



With over two decades of experience in the travel industry, I have established a business that merges travel services with virtual assistance to alleviate the burdensome workload of travel advisors. Combining my passion for travel and my executive assistant knowledge, I can offer a unique experience to my clients, who can rely on our expertise so you can seamlessly plan and execute your client's travel plans. We understand the complexities that accompany travel planning and the significance of a stress-free experience, which is why my services have been tailored to provide comprehensive support throughout the journey. Our objective is to simplify the process and empower the travel advisors to focus on their clients, while we take on their tedious tasks. Allow us to assist you in crossing off your tasks and providing a seamless travel experience so that you can focus on creating unforgettable memories.

SERVICES & RATES

SERVICE	DESCRIPTION	RATE
Bronze Package	10 Hours Per Month	\$500.00
Silver Package	20 Hours Per Month	\$950.00
Gold Package	30 Hours Per Month	\$1350.00
Platinum Package *	30 Hours Per Month (Platinum Client Status)	\$1,525.00
*Platinum Client Status	Includes Priority Services	Included in Platinum Package

PLEASE BE ADVISED THAT ANY UNUSED MONTHLY HOURS WILL NOT BE CARRIED OVER TO THE FOLLOWING MONTH.
ANY ADDITIONAL HOURS EXCEEDING THE SAID TIME PERIOD WILL BE CHARGED AT AN HOURLY RATE OF \$50.

WORK WITH ME



239.438.6809



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FOCUS ON YOUR
CLIENTS WHILE
I TAKE ON YOUR
TEDIOUS TASKS.