



FSB Supportive Solutions

We provide virtual office assistance and bookkeeping support with a personal touch. Whether you are a service provider, creative, small business owner, or real estate professional, we are here to help.

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FSB Supportive Solutions

Professional support tailored to simplify your business.

Website: www.fsbsupportivesolutions.com

Email: info@fsbsupportivesolutions.com

Phone: (743) 241-0344

✨ Welcome to FSB Supportive Solutions

We understand the challenges of juggling business demands while trying to stay organized, responsive, and professional. That's where we come in.

At FSB Supportive Solutions, we provide **virtual office assistance and bookkeeping support** with a personalized touch. Whether you're a solo entrepreneur, real estate agent, or creative service provider, our job is to help you do *your* job better—by managing what's behind the scenes so you can focus on what matters most.

With experience supporting industries like healthcare, real estate, nonprofits, and customer care, our service is designed to feel seamless, responsive, and reliable.

QuickBooks Certified | Reliable Support | Compassionate & Confidential



Section 1: General FAQs

What services do you provide?

We specialize in virtual assistant support and small business bookkeeping. This includes calendar management, data entry, client communication, travel planning, account reconciliation, invoicing, and more.

Who are your services best for?

Our clients include real estate professionals, coaches, therapists, event planners, creatives, online sellers, and small service-based businesses.

Are your services available remotely?

Yes! We're 100% remote and operate virtually across the U.S., using secure digital platforms and cloud tools.

How quickly will I hear back from you?

We respond to all inquiries within 24 business hours, Monday through Friday.

Section 2: Bookkeeping FAQs & Pricing

What's included in bookkeeping services?

- Income and expense categorization
- Bank and credit card reconciliations
- Invoicing and billing
- Receipt organization (digital)
- Reports: P&L, Balance Sheets, etc.
- End-of-quarter reviews
- Year-end tax-ready reports

Do I need QuickBooks?

We recommend QuickBooks Online for ease and compatibility, but we can work with Wave, FreshBooks, and other tools on a case-by-case basis.



What's your bookkeeping pricing?

Tier	Monthly Rate	Hours	Setup Fee	Best For
Starter	\$150	5 hrs	\$25	Part-time support & catch-up
Standard	\$300	10 hrs	\$35	Monthly recon + invoicing
Premium	\$550	20 hrs	\$50	Full-service business support

Hourly Rate: \$35/hr for standalone projects (2-hr minimum)

Bundle Discount: 10% off when combining services



Section 3: Virtual Assistant FAQs & Pricing

What VA services do you offer?

- Calendar scheduling + appointment reminders
- Inbox management
- Client communication + email follow-ups
- Spreadsheet creation + data organization
- Travel research + itinerary planning
- Task tracking (via Trello, ClickUp, or Google)
- Personal assistant tasks (gift orders, event reminders)

Do I need to provide training?

No formal training is needed. We'll guide you through onboarding and tailor support to your business goals.



Virtual Assistant Pricing

Tier	Monthly Rate	Hours	Setup Fee	Best For
Starter	\$125	5 hrs	\$20	Light admin or calendar tasks
Standard	\$250	10 hrs	\$30	Consistent weekly support
Premium	\$475	20 hrs	\$45	Full-time help & communication



Section 4: Bundled Services & Discounts

What if I need both VA and Bookkeeping services?

We offer bundled packages to make your experience smooth and affordable.

Bundle Plan	Monthly Rate	What's Included	Discount
Dual Starter	\$250	5 VA hrs + 5 Bookkeeping hrs	Save \$25
Dual Standard	\$500	10 VA hrs + 10 Bookkeeping hrs	Save \$50
Dual Premium	\$975	20 VA hrs + 20 Bookkeeping hrs	Save \$75



Section 5: Setup & Onboarding

What happens after I sign up?

1. **Free Consultation Call** (15–20 minutes)
2. **Proposal + Service Agreement**
3. **First Invoice + Setup Fee**
4. **Client Onboarding Form**



5. **Kickoff Call** and task calendar begins

What info do you need from me to get started?

- Business name and EIN (if applicable)
 - Prior bookkeeping or task systems used
 - Access to tools (Google Drive, QuickBooks, etc.)
 - Preferred contact method and hours
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Section 6: Get in Touch

We're excited to support your growth. Let's chat and see how we can simplify your day.

Email: info@fsbsupportivesolutions.com

Phone/Text: (743) 241-0344

Website: www.fsbsupportivesolutions.com

Hours: Mon–Fri | 9 AM – 9 PM EST

