VIRTUAL ASSISTANT SUPPORT · SAMPLE DELIVERABLE

Weekly Administrative Support Report

For: Harbourline Coaching (fictional) · UK leadership coach

SAMPLE · FICTIONAL DATA

Week: Mon 17 – Fri 21 November 2026 **Prepared by:** Bridge Imara (your VA: Faith)

Bundle: 10 hours, bought 3 Nov

Tasks completed	Hours used	Hours left	Needs you
18	4.0	3.5	3
this week	this week	of 10 · 6.5 used so far	decisions below

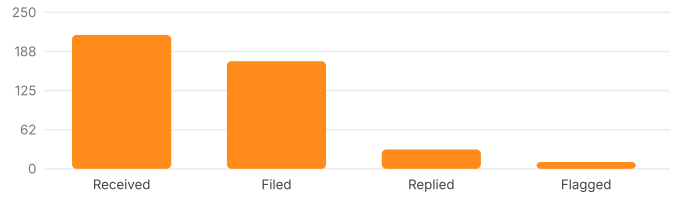
Completed this week

- ✓ **Inbox:** 214 emails handled – 172 filed, 31 replied, 11 flagged for you
- ✓ **Calendar:** 3 discovery calls and 2 client sessions booked; December cleared of clashes
- ✓ **Client admin:** 4 session notes formatted and filed in client folders
- ✓ **Finance:** 6 invoices raised and sent (£2,940 in total); 1 overdue invoice chased and paid
- ✓ **Content:** "Leading Calm Teams" workshop slides tidied and put in your brand template
- ✓ **Research:** 5 podcast guest options with audience size and contact details

Needs your decision

- ! **Approve the December newsletter** – draft in your Drive, "Newsletter / Dec". Needed by Tue 25 Nov to send on 1 Dec.
- ! **Choose a podcast guest** – 5 options in the research sheet. Our pick: Option 2 (largest UK audience).
- ! **Holiday closing dates** – confirm 22 Dec to 2 Jan so we can set your auto-reply and update your booking page.

Inbox at a glance



What we noticed

Enquiries through your website rose to 9 this week (6 last week). 7 came from the "Team Calm" workshop page. Worth featuring that workshop in the December newsletter?

Average reply time to new enquiries: 3 hours 10 minutes (target: same working day).

Bridge Imara

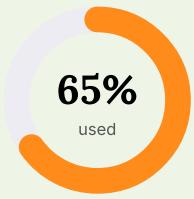
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Next week's plan

- Send December newsletter (once approved)
- Book podcast guest and send prep notes
- Year-end invoice check: list anything unpaid over 30 days
- Set up holiday auto-reply and booking-page notice
- Prepare January workshop registration page draft

Hours summary



Bought: 10.0 hours (3 Nov) · **Used to date:** 6.5 · **Left:** 3.5

At this pace your hours last about one more week. We'll remind you before they run out. Hours never expire within 12 months of purchase.

Time log – this week

Day	Task	Minutes
Mon 17	Inbox triage and replies	40
Mon 17	Book 3 discovery calls	20
Tue 18	Client session notes formatted (4)	30
Tue 18	Invoices raised and sent (6)	25
Wed 19	Inbox triage and replies	30
Wed 19	Workshop slides tidied and branded	30
Thu 20	Podcast guest research (5 names)	25
Thu 20	Calendar clean-up for December	15
Fri 21	Inbox triage, follow-ups and this report	25
	Total	**240 (4.0 hours)**

Every task is logged in our time tracker. You can ask for the detailed log at any time.

Notes

Two new client enquiries asked about group pricing. We've drafted a short reply template for this; it's in "Templates / Group pricing" for your review.