



**Morford
DM&C**
Virtual Assistance

MORFORD VIRTUAL ASSISTANCE AGENCY CLIENT FORM

Client's Name	
Company Name	
Company Address	
Client Direct Line (#)	
Business Line (#)	
Timezone	
Industry (eg. Real Estate, Life Insurance)	
Numbers of VA	
Contract (6months, 1 Year, or More)	
Full Time / Part Time	
Work Schedule (include number of hours)	
VA Role	
Va's Tasks (e.g. handling social media, admin work, paperworks, calls)	
Tools (Canva, Trello, RingCentral, CRM Name, Googlesheet)	

Platforms (Facebook, Instagram, Linkedin, Tiktok)	
Weekend Work Request	
Number of Days (5 days a week, 6 days a week, 3 days a week)	
Additional Notes:	