



Leslie Jordan
VIRTUAL ASSISTANT

GAL FRIDAY SOLUTIONS
LESLIE@GALFRIDAYSOLUTIONS.CA
416-463-4663

Working with Gal Friday

Office Hours:

My working hours are Monday through Friday from 9:30am until 3:30pm EST.

I follow the Canadian holidays calendar.

Scheduling time with me:

Scheduling a call or working session with me is easily done via my online scheduling system. The link can always be found in my email signature and on the contacts page of my website. You'll be able to see all my available meeting times on my scheduling system. When scheduling time with me, if you're not sure how much time we might need, lean toward the side of scheduling a longer meeting. You'll only be charged for the time we actually use.

Communication:

The best way to reach me is via email at leslie@galfridaysolutions.ca. Email communication allows me to keep track of your requests, ensure that nothing gets lost, and generally be more organized & efficient. I monitor my emails at regular intervals throughout the day to stay on top of current projects and new requests, but may not respond immediately. I'll do my best to be in touch before I wrap up my day, and certainly within 24 business hours.

If you'd like to speak with me by phone, please feel free to call me at during my office hours. If I'm unable to pick up the phone, please leave a message and I'll return your call as soon as possible. My business phone number is 416-463-4663.

Texters: Unfortunately, at this time, texting is not an effective means of contacting me for business reasons. Please email or call to relay any work-related communications.

In-Person Work:

On occasion, I offer the option of in-person work for my local clients. For in-person work there is a two-hour minimum; travel time is billed and counts toward the two-hour minimum.

Pricing and Debit Card Information:

Clients may pre-purchase 1, 5, or 10 hours of work in the form of a Gal Friday Virtual Debit Card. Each card expires 6 months after purchase. There are no refunds or cancellations after purchase. Time is billed in 5-minute increments. Every Monday morning, I'll send you a Weekly Debit Card Balance Report detailing your remaining time and expiration date. Once your debit card is depleted, work is paused until it is refilled. I'll let you know if this happens during the week between reports. This way, you'll always know where you stand!