



Prospect Questionnaire

Here are a series of questions that you can use when speaking to potential clients. Feel free to ask what works for you and add any additional questions you may need. It is important to remember that this is not a sales call; it is more of a get to know you call.

- How did you find me?
- What type of services are you looking for?
- Tell me about yourself and your business?
- How long have you been in business?
- Have you used a Virtual Assistant before? If so, how was the experience?
- How many hours are you looking for approximately?
- What time zone are you in?
- Where are you located?
- What is your website URL?
- What is your preferred method of communication?
- How do you like to work?
- Do you have any current team members?
- What is your budget?
- Do you prefer to work hourly or by retainer?
- When are you looking to get started?

- What are your business hours?
- What are your deadlines?
- What questions can I answer for you?

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