

Email Template Bundle

Plus free social media content calendar template



Let's be real: no one starts a business because they love typing the same email 17 times a week or setting up client workflows from scratch. 😞

Yet here we are — stuck spending HOURS on admin that could easily be... templated.

Good news: I've done the heavy lifting for you. 💪

I'm sharing a set of FREE templates that will seriously save you time, energy, and mental bandwidth every single week.

Why Templates Are a Total Game-Changer

Templates aren't just a "nice to have" — they're a small biz owner's secret weapon.

Here's why you'll love them:

- ✨ Consistency: Say the right thing, the right way, every time.
- 🕒 Time-Saving: Stop reinventing the wheel. Copy, paste, tweak, and go.
- 💬 Professionalism: Keep your communication polished without spending an hour per email.
- 🧠 Brain-Saving: Fewer "what do I say??" moments = fewer headaches.

Here's What You'll Get (for FREE!)

✍️ Client Welcome Email Template

Make a killer first impression without scrambling for words.

✍️ Invoice Reminder Email Template

Chase payments politely — and actually get paid faster.

✍️ Thank You/Project Close Email Template

Wrap up projects like a pro and leave the door open for repeat business.

✍️ Meeting Confirmation + Reminder Template

Cut down no-shows with clear, friendly reminders.

✍️ Social Media Content Calendar Template

Plan your posts in advance (no more last-minute caption panic!)

For questions or to learn more reach out to us!

hello@reliablevaservices.com.au

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Client Welcome Email Template

Make a killer first impression without scrambling for words.

Subject Line Options:

- "Welcome aboard! Excited to work with you 🚀"
- "Thrilled to have you — let's get started!"
- "Your business journey just got easier 🎯"

Email Body:

Hi [Client Name],

Welcome to [Your Business Name]!

I'm absolutely thrilled to have the opportunity to support you and your business.

Here's what you can expect as we kick things off:

- ◆ Our Next Step: [Brief next step – e.g., "I'll send your onboarding form shortly" or "Our kickoff call is scheduled for [Date/Time]"]
 - ◆ Communication: Feel free to email me at [your email address] anytime! I'll respond within [response time, e.g., 1–2 business days].
 - ◆ Resources: [Mention any helpful docs, client portal, FAQs if you have them.]
 - ◆ Getting Started: [Any checklist or things they should send you, e.g., "Please complete the attached intake form" or "Send me access to [systems/accounts]".]
- Working together should feel easy and stress-free — and that's exactly my goal for you.

If you have any questions at all, don't hesitate to reach out. I'm here to make your life simpler, not busier!

Looking forward to getting started and making magic happen!

Talk soon,

[Your Name]

[Your Business Name]

[Website Link]

[Optional: Phone number or Calendly link for quick chats]

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Invoice Reminder Email Template

Chase payments politely — and actually get paid faster

Subject Line Options:

- "Friendly Reminder: Invoice [#InvoiceNumber] Due"
- "Quick Reminder About Your Invoice [#InvoiceNumber]"
- "Just Checking In: Invoice [#InvoiceNumber]"

Email Body:

Hi [Client Name],

I hope you're having a great week!

Just a friendly reminder that Invoice [#InvoiceNumber] for [service/project name] is currently due [or "was due on [Due Date]"].

Here are the details for your convenience:

- ◆ Amount Due: [Amount]
- ◆ Invoice Date: [Invoice Date]
- ◆ Due Date: [Due Date]
- ◆ Payment Link/Details: [Insert payment link or bank details]

If you've already processed this payment, thank you so much — and please feel free to disregard this reminder!

Please let me know if you have any questions or need a copy of the invoice resent — I'm happy to help!

Thanks again for your business and support.

Warm regards,

[Your Name]

[Your Business Name]

[Website Link]

[Phone Number - optional]

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Thank You/Project Close Email Template

Wrap up projects like a pro and leave the door open for repeat business.

Subject Line Options:

- "Thank You for Working Together — Until Next Time!"
- "Project Wrap-Up: It's Been a Pleasure!"
- "Celebrating Our Project Success 🎉"

Email Body:

Hi [Client Name],

I just wanted to send a huge thank you as we officially wrap up [Project Name]!

It's been an absolute pleasure working with you, and I'm so proud of what we achieved together.

Here's a quick recap of the final deliverables:

- ◆ [Deliverable #1]
- ◆ [Deliverable #2]
- ◆ [Deliverable #3]

(Feel free to reach out if you need anything else related to these!)

What's next:

- Your project files are safely stored and accessible here: [Link to files/drive]
- If you have any questions or need any tweaks, I'm available for [mention ongoing support terms, if applicable].

Loved working together?

If you'd like to leave a short testimonial, it would mean the world to me. 💬 (You can reply directly to this email or fill out [link to feedback/testimonial form]).

And of course, if you need any extra support in the future — whether it's a quick task or a new project — I'd love to work together again.

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Thank you once again for trusting me with your [business/brand/project]. Wishing you lots of success ahead!

Warmly,

[Your Name]

[Your Business Name]

[Website Link]

[Optional: LinkedIn / Instagram links for staying connected]

Bonus Tip:

- You can create an automated version of this if you handle a lot of short-term projects — and just customise a few details! 🔥

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Meeting Confirmation + Reminder Template

Cut down no-shows with clear, friendly reminders.

Subject Line Options:

- "Confirming Our Meeting: [Date & Time]"
- "Looking Forward to Our Meeting! [Details Inside]"
- "Reminder: Our Meeting Scheduled for [Date & Time]"

Email Body:

Hi [Client Name],

Just confirming our upcoming meeting — I'm looking forward to catching up with you! 😊

- ◆ Date: [Day, Date]
- ◆ Time: [Time] [Include timezone if necessary]
- ◆ Location/Link: [Physical address or Zoom/Google Meet link]
- ◆ Agenda: [Optional: Briefly list what you'll be covering]

If anything changes or you need to reschedule, please let me know at least [e.g., 24 hours] in advance — I'm happy to accommodate where possible!

Quick Tip: You can add this meeting directly to your calendar here: [Insert calendar invite link].

Can't wait to chat with you and dive into [brief meeting topic, e.g., "your project goals" or "your onboarding process"]!

See you soon,

[Your Name]

[Your Business Name]

[Phone Number (optional for easy contact)]

[Website Link]

Bonus Tip:

- Send a second, very short reminder 1–2 hours before the meeting (especially if it's virtual)

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Social Media Content Calendar Template

Plan your posts in advance (no more last-minute caption panic!).

Month: [Insert Month]

Platforms: [e.g., Instagram, Facebook, LinkedIn, Pinterest]

Content Type Ideas to Rotate:

- Educational (tips, how-tos, checklists)
- Inspirational (quotes, success stories)
- Promotional (offers, services, lead magnets)
- Behind-the-Scenes (real moments, team updates)
- Personal/Relatable (storytelling, lessons learned)
- Testimonials/Reviews (social proof)

Quick Weekly Checklist:

- ✓ Draft captions
- ✓ Prep visuals/graphics
- ✓ Schedule posts (in Meta Business Suite, Later, Buffer, etc.)
- ✓ Engage with your audience (comments, DMs)
- ✓ Track performance (what's working best?)

Tip:

Color-code your posts in a spreadsheet or planner (e.g., promos = pink, tips = blue) for easy at-a-glance planning. 🧠

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Plan your posts in advance (no more last-minute caption panic!).

Date	Day	Platform(s)	Content Type	Theme/Topic	Caption Draft	Image/Asset	Call to Action (CTA)
1st	Monday	Instagram	Educational Post	"5 Ways a VA Can Save You 10+ Hours a Week"	[Draft]	[Attach/Link]	"Book a Free Chat"
3rd	Wednesday	Facebook	Testimonial	Client Feedback Highlight	[Draft]	[Attach]	"DM Me for Details"
5th	Friday	LinkedIn	Value Tip	"Best Free Tools for Small Business Owners"	[Draft]	[Attach]	"Download Free Guide"
8th	Monday	Instagram Story	Behind the Scenes	"What My Monday Looks Like"	[Draft]	[Attach]	"Follow for More!"
10th	Wednesday	Facebook	Promo Post	"Need a VA for 5 Hours/Week?" Offer	[Draft]	[Attach]	"Enquire Today"
12th	Friday	LinkedIn	Blog Share	Link to New Blog: "How SOPs Save Sanity"	[Draft]	[Attach]	"Read the Blog"