

BONUS: VA Communication Scripts Pack

Say the Right Thing — Even If You're Brand New to Outsourcing

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Eliminate awkwardness. Remove confusion. Communicate like a pro.

Most creators *want* to outsource...

but they freeze the moment they have to send a message.

“What do I say?”

“How do I explain this task?”

“What if I sound rude... or clueless?”

“What if they misunderstand me?”

This **VA Communication Scripts Pack** fixes all of that instantly.

You get clear, simple, professional scripts you can copy, paste, and send — no overthinking, no stress, no hesitation.

With these scripts, you’ll communicate confidently, set expectations clearly, and build a smooth relationship with your VA from day one.

This is one of the biggest confidence boosters in the entire module.

What This Bonus Helps You Do

- Assign tasks clearly — without sounding bossy
- Give feedback without feeling awkward
- Request revisions without damaging the relationship
- Set expectations and deadlines like a CEO
- Communicate respectfully and professionally
- Avoid misunderstandings that cause delays
- Build trust and smooth workflows with your freelancer

Even beginners will sound like seasoned managers.

What’s Inside the VA Communication Scripts Pack

You get a complete script library covering every situation — from outreach to hiring to feedback, corrections, and offboarding.

Copy. Paste. Customize if needed. Done.

SECTION 1 — First Contact Scripts

Script 1: First Outreach to a Potential VA

Subject: Quick Question About Your VA Services

Hi {{Name}},
I came across your profile and really liked your experience with {{type of tasks}}.
I'm looking for support with {{one sentence description}} and wanted to ask if you're currently available for new clients.

If yes, could you share your rates and availability?
Looking forward to hearing from you!
{{Your Name}}

Script 2: Follow-Up Message (If They Haven't Replied)

Hi {{Name}}, just checking in to see if you saw my previous message.
No rush — just want to know if you're available.
Thanks!

SECTION 2 — Hiring & Onboarding Scripts

Script 3: “You’re Hired” Message

Hi {{Name}},
I'd love to move forward and start working with you!

Here's what we'll do next:
Task: {{Task name}}
Deadline: {{Date}}
Tools to access: {{Links or logins}}
Expectations: {{Quality / frequency / communication preferences}}

Let me know if you have any questions — excited to work together!

Script 4: First-Day Instructions

Hi {{Name}},
Welcome aboard!

Here's your first task:

Task: {{Task here}}

Goal: {{What the result should look like}}

Deadline: {{Date}}

Please keep me updated at these milestones:

- When you've reviewed the instructions
- When you start
- When you submit the draft

Thanks — let's make this easy and smooth!

SECTION 3 — Task Assignment Scripts

Script 5: Assigning a Simple Task

Hi {{Name}}, here's your next task!

Task: {{Task}}

Instructions: {{Brief steps}}

Deadline: {{Date}}

Let me know if anything is unclear.

Script 6: Assigning a Repetitive Weekly Task

Hi {{Name}},
I'd like to set up a recurring weekly task.

Task: {{Task}}

Frequency: {{Example: Every Monday}}

Deadline: Same day each week

Please confirm you're okay with this schedule.

SECTION 4 — Requesting Updates or Progress Checks

Script 7: Quick Progress Check

Hi {{Name}},
Just checking in — how's the task coming along?
Any questions or blockers?

Thank you!

Script 8: Gentle Nudge Without Sounding Pushy

Hi {{Name}},
Just a quick follow-up to see where things stand on {{task name}}.

No pressure — just making sure we're on track for the deadline.

Thanks!

SECTION 5 — Revision & Correction Scripts

Script 9: Requesting Revisions (Polite + Clear)

Hi {{Name}}, thank you for the work so far!

I need a few adjustments before we finalize:

- {{Change #1}}
- {{Change #2}}

Once updated, please resend the file.

Thanks for your help!

Script 10: When Something Was Done Incorrectly

Hi {{Name}}, thanks for submitting the task.

I noticed a few things that need correction:

- {{Issue #1}}
- {{Issue #2}}

Could you update these and send the revised version?

Appreciate your time and effort!

SECTION 6 — Praise & Positive Feedback Scripts

Script 11: Praising Good Work

Hi {{Name}}, just wanted to say great work on {{task}}.

Your attention to detail really helped — thank you!

Script 12: Encouraging Message After Improvement

Hi {{Name}},

I can see how much care you put into this revision — excellent job.

Really appreciate your consistency.

SECTION 7 — Handling Delays, Issues, or Missed Deadlines

Script 13: When the Deadline Is Missed

Hi {{Name}},

I noticed the {{task}} deadline passed — is everything okay?

Let me know your updated timeline so we can stay on track.

Script 14: Reinforcing Expectations (Firm but polite)

Hi {{Name}},
Thank you for the update.

For future tasks, please let me know earlier if you need more time.

Clear communication helps us work smoothly together — appreciate your understanding!

SECTION 8 — Ending the Working Relationship

Script 15: Ending a Contract (Professional + Kind)

Hi {{Name}},
I appreciate all the work you've done — thank you.

I've decided to move in a different direction, so we'll be wrapping up tasks for now.

Please send the final files and invoice when ready.
Wishing you the best moving forward!

SECTION 9 — Emergency Scripts (Ghosting, Miscommunication, Access Issues)

Script 16: If the VA Has Gone Quiet

Hi {{Name}},
I haven't heard back from you — just checking in to make sure everything's okay.

Please let me know your status so we can plan next steps.

Script 17: Resetting Communication Expectations

Hi {{Name}},

To help our workflow stay smooth, I'd like us to check in at these intervals:

- After receiving a task
- When starting
- When submitting

Does that work for you?

Why This Bonus Is So Valuable

Because communication is **the only thing** beginners fear more than hiring.

This pack:

- Removes that fear
- Makes task assignments effortless
- Eliminates awkward “How do I say this?” moments
- Builds trust with your VA
- Improves speed, quality, and results

This is a **massive confidence booster** — and one of the most practical bonuses in the entire outsourcing module.