

Cloud Companion

Your calm in a digital storm



Cloud Companion

Client Booklet



www.cloud-companion.co.uk



About us

About Cloud Companion:

Hi, I'm Poppy — the founder of Cloud Companion, a virtual assistant service designed to bring calm, clarity, and dependable support to small business owners, creatives, and anyone who needs a little extra breathing space.

I work remotely and flexibly, so I can support you from anywhere — giving you more time to focus on what truly lights you up, and less time buried in your inbox or admin.

I'm calm, organised, and genuinely love helping things run smoothly. From social media and admin to client comms, I'm the quiet, capable presence behind the scenes keeping everything on track.

Cloud Companion was born from real experience — after running the day-to-day operations for my partner's electrical business, Rein Electrical, while working full-time. Now, I'm excited to support other small businesses with the same level of care and consistency.

What We Do?



At Cloud Companion, I provide calm, consistent virtual assistant support — designed to take the busywork off your plate so you can focus on what you do best.

Whether you need help managing your inbox, organising your schedule, keeping your socials active, or smoothing out client processes, I've got you covered with flexible, remote support that fits your flow.

Admin & Operational Support:

- Inbox & email management
- Calendar management & appointment scheduling
- Document creation, formatting & proofreading
- Data entry & spreadsheet organisation
- File management
- Travel planning & itinerary prep
- Online research & sourcing
- Website management

Social Media Support:

- Canva content creation (posts & stories)
- Content scheduling
- Caption writing & light hashtag research
- Engagement (responding to DMs/comments)
- Monthly planning and post calendar setup
- Tracking insights & performance reporting

Client & Business Management:

- New client onboarding support
- Proposal formatting & sending
- Contract, quote & invoice coordination
- Setting up shared task boards
- Organising client folders, templates or SOPs
- Gathering testimonials or feedback
- Content writing



Pricing



Pricing & Packages

Whether you need a few focused hours a week or hands-on support for an entire day — Cloud Companion offers flexible monthly options tailored to your needs.

Before we dive in, I offer a free 15-minute discovery call to get to know each other, talk through your needs, and see if we're the right fit. It's a no-pressure chat — just a chance to explore how I can support you and what kind of working rhythm would feel good.

Package Options

Starter Package (Silver Lining)

£349/month - 15 hours

Perfect for maintaining your inbox, scheduling content, or keeping your admin on track — week by week, with just enough breathing space.

Premium Package (Sky High)

£599/month – 30 hours

For when you're ready to fully offload — from daily inbox management to content creation, client care, and system support. A calm, consistent presence keeping everything moving behind the scenes.





Contact details

Let's Work Together

I'm so glad you've taken the time to explore Cloud Companion - and I'd love to support your business.

Whether you're ready to get started or have a few questions, I'm just a message away. I'll help you bring calm to the chaos, streamline your systems, and make your day-to-day lighter.

Get in Touch

Email: cloud-companion@outlook.co.uk

Phone: 07711368599

Website: www.cloudcompanion.co.uk

Instagram: [@cloud.companion.va](https://www.instagram.com/cloud.companion.va)

Location: South West London, UK

Rein Electrical:

"Poppy's support has completely changed how I run my business. She's calm, reliable, and just gets things done without fuss."

— Scott, Rein Electrical