Business Admin
support package

ready.assist

Smart, flexible admin support to keep your business organised and running smoothly

All our packages are fully customisable, we'll shape the support around your business so you have exactly what you need to thrive

FACEBOOK
@readyassiststudio

INSTAGRAM
@ready.assist.studio

WEBSITE
readyassiststudio.co.uk

EMAIL
admin@readyassiststudio.com

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THE BASICS PACKAGE

ESSENTIAL, LIGHT TOUCH ADMIN TO KEEP YOUR BUSINESS ORGANISED

- Weekly diary and calendar management
- Meeting scheduling
- Document formatting and light proof reading
- File organisation (including cloud and shared drives)
- Monthly check in call to review workload and task progress

PRICES START FROM £200 PER MONTH

THE BUILDER PACKAGE

DAY TO DAY ADMIN SUPPORT WITH A FOCUS ON PROCESS AND COMMUNICATION

- Everything in The Basics Package
- Internal process optimisation (SOPs and workflows)
- Stakeholder / client communication support
- Inbox monitoring
- Light CRM Management, data entry, updates
- Task tracking set up

PRICES START FROM £400 PER MONTH

THE PREMIUM PACKAGE

YOUR VIRTUAL ADMIN AND OPS TEAM, ON HAND AND AVAILABLE TO MANAGE DETAILS AND DRIVE ALIGNMENT

- Everything in The Basics and Builder Packages
- Meeting support
- Budget and invoice tracking
- Internal communications planning and updates
- Project co-ordination support
- Custom onboarding packs
- Weekly check in call

PRICES START FROM £700 PER MONTH

*Ad hoc services are available upon request

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