

# Lifestyle Admin

*support package*

## ready.assist

Packages designed to give you back time, clarity and a sense of calm



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





# ready.assist

## Lifestyle Admin

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### THE BASICS PACKAGE

ESSENTIAL, LIGHT TOUCH  
ADMIN TO KEEP YOUR  
BUSINESS ORGANISED

- Weekly diary organisation
- Ad hoc appointment booking (Restaurant, beauty etc.)
- Calendar entries and reminders (your preferred way)
- Email filtering and organisation
- Task list creation

**PRICES START FROM £100 PER  
MONTH**

### THE BUILDER PACKAGE

PLANNING AND LIFE ADMIN  
FOR WHEN YOU NEED MORE  
HEADSPACE

- Everything in The Basics Package
- Travel planning and bookings (itinerary, hotels, transport)
- Appointment bookings (Dentist, GP, activities)
- Gift sourcing and ordering
- Inbox filtering and triaging

**PRICES START FROM £250 PER  
MONTH**

### THE PREMIUM PACKAGE

COMPREHENSIVE,  
PERSONALISED SUPPORT THAT  
HANDLES IT ALL

- Everything in The Basics and Builder Packages
- Full weekly diary support
- Inbox and message filtering
- Regular appointment booking
- Subscription renewals
- Flight and holiday research
- Monthly planning call and weekly check ins
- Errand planning and home coordination support

**PRICES START FROM £700 PER  
MONTH**

\*Ad hoc services are available upon request

[readyassiststudio.co.uk](https://readyassiststudio.co.uk)