

Trades Admin

support package

ready.assist

Packages designed to let you stay focused on the job, while we handle the back end. Stay organised, responsive and professional without feeling the pinch.



FACEBOOK
@readyassiststudio

INSTAGRAM
@ready.assist.studio

WEBSITE
readyassiststudio.co.uk

EMAIL
admin@readyassiststudio.com

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



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THE BASICS PACKAGE

ESSENTIAL, LIGHT TOUCH
ADMIN TO KEEP YOUR
BUSINESS ORGANISED

- Creating and sending quotes from your templates (creation of templates ad hoc service)
- Light data entry (job logging and customer details)
- Reminders for payments
- Weekly summary of outstanding quotes and invoices

**PRICES START FROM £250 PER
MONTH**

THE BUILDER PACKAGE

IDEAL FOR THOSE WHO
WANT TO STAY HANDS ON
WITH THEIR WORK, NOT
ADMINISTRATION

- Everything in The Basics Package
- Calendar management (job scheduling)
- Confirmation emails / texts for clients
- Basic liaison with suppliers or sub-contractors

**PRICES START FROM £500 PER
MONTH**

THE PREMIUM PACKAGE

FULL ADMIN SUPPORT SO YOU
CAN JUST SHOW UP AND DO THE
WORK

- Everything in The Basics and Builder Packages
- Inbox and email response management (Monday - Friday)
- Inbox enquiry responses
- Chasing unpaid invoices
- Monthly reports of completed jobs
- Monthly check in call
- Document creation, supplier forms, insurance reminders etc.

**PRICES START FROM £750 PER
MONTH**

*Ad hoc services are available upon request

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