

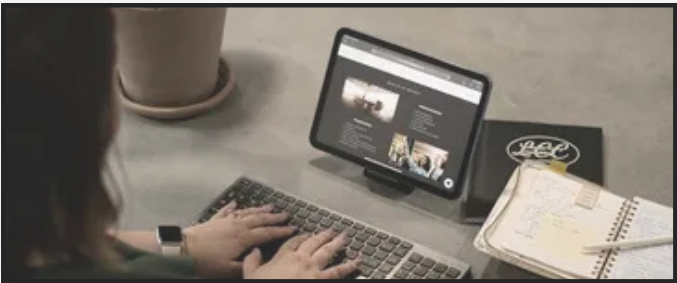
# Services LIST

Lauren Cory Consulting Inc.



## CLASSIC ADMIN

Feeling overwhelmed? Let me take some basics off your plate. Calendar scheduling, email : sorting, filing, response drafting, welcome email, newsletter creation and distribution and any other tedious admin tasks.



## DATA ENTRY AND LEAD MANAGEMENT

Accurate input of leads and contact information, data cleansing and deduplication, updating and maintaining contact database and import/export of data between platforms. I am skilled at Excel, but have worked in various data entry platforms.



## BOOKKEEPING

Basic recording and tracking of transactions, reconcile bank and credit card statements, creating basic financial reports, send invoices and pay bills. I have worked in Sage and am a quick study in various other platforms.



## MAILING PACKAGE SERVICES

Preparation, and assembly of mailing packages, printing and addressing physical mailings, holiday card mailouts and coordination with printing/ mailing services.





# Price List

## BASIC ADMIN

Any list of needs that would  
require under 10 hours a month. **\$400.00**

## PART-TIME ADMIN

Any list of needs that would  
require under 25 hours a month. **\$925.00**

## FULL-TIME ADMIN

Any list of needs that would  
require under 40 hours a month. **\$1,400.00**

\*Any mailing package services will be estimated based on mailout size and cost and can be added onto a pricing package.

LET'S CHAT!