

LIFESTYLE MANAGEMENT

\$30/hr or \$500/month (20 hrs)

- ✓ Reminders & Task Management
- ✓ Event Coordination
- ✓ Calendar Management
- ✓ Online shopping and gifting
- ✓ Travel Planning & Itinerary
- ✓ Appointment Booking
- ✓ VIP Services for Business Events
- ✓ Scheduling

BUSINESS SUPPORT

\$55/hr or \$1,000/month (20 hrs)

- ✓ CRM Setup & Management
- ✓ Workflow & SOP Setup
- ✓ Business Education Support
- ✓ Payroll Coordination
- ✓ Expense Tracking & Reconciliation
- ✓ File Organization & Management
- ✓ Research & Reporting
- ✓ Vendor & Merchant Onboarding
- ✓ Social Media Scheduling & Posting
- ✓ POS & E-Commerce Store Setup Assistance
- ✓ QuickBooks Support

Our Exclusive Services

We manage the details that keep your business & world running so you can stay focused on the bigger picture and the impact you're creating.

ADMINISTRATIVE SUPPORT

\$40/hr or \$700/month (20 hrs)

- ✓ Inbox & Calendar Management
- ✓ Scheduling
- ✓ Document Preparation & Editing
- ✓ Travel Planning & Itinerary
- ✓ File Organization & Management
- ✓ Meeting notes and follow-ups
- ✓ Vendor and client communication

EXECUTIVE MANAGEMENT

\$80/hr or \$1,500/month (20 hrs)

- ✓ Strategic Business Planning
- ✓ Proposal & Contract Drafting
- ✓ Document Management
- ✓ Workflow Audits & Optimization
- ✓ Travel Planning & Itinerary
- ✓ Funding Prep (Banks & Investors)
- ✓ VIP Services for Business Events
- ✓ Investor Pitch Deck Support
- ✓ Real Estate or Asset Research
- ✓ POS & E-Commerce Setup Support
- ✓ Grant Research & Application Support