



2024

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# Service & Pricing Guide

[CHANGEMORE.CO.UK](https://changemore.co.uk)

# Need us?



## Contact Details:

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## Why am I reading this?

### Understanding This Service Guide

The intention behind this service guide is to provide a transparent, comprehensive overview of what changemore can offer your business. I firmly believe that an informed client is an empowered one, and someone ready to take on more change and I've crafted this document with that sentiment in mind.

Whether you're engaging with my services for the first time or you've returned to work with me again, this guide is designed to answer your questions, clarify my offerings, and ensure every interaction you have is seamless and insightful.

## I have no time to read this.

*Then you definitely need us.*

*Book in a meeting with us and we will give you the run down.*

# Our Mission & Vision



## Our Vision

We see beyond every business we come across.

We see the potential for **maximised** growth, **optimised** working processes, **revolutionised** working life and **evolved** businesses.

We focus on creating **contented** business owners in YOU, with **accomplished** team members and a progressing business with ideas becoming real goals and projects being implemented and achieving impactful results.

My vision stands as "**Maximised, Optimised, Revolutionised, Evolution- Change**"

I deeply believe in the transformative power of operations and management, aiming to make your business and working life how you truly envisioned it.

## Our Mission

01.

### Optimised Operations

We focus on the key processes and tasks that are executed regularly to run your business. We find ways to optimise these, reduce time consumption and increase your ROI.



02.

### Strategic Business Development

We want to understand where you want your business to be and how you want your daily life to change. We map the journey, step by step, to how you can achieve this and work with you to stick to this. This your journey but we will drive you.

03.

### Education & Collaboration

We aim to provide a collaborative approach to business and team management. We want to develop the knowledge in business owners and team members on the functioning of the business, so you have an empowered and accomplished workforce.

# Our Services

## Tailored To You

Every business we work with is different. Every business is at a different stage, every business has different goals and every business has different intentions.

We offer services and packages that offer a holistic solution tailored to your business unique needs. We can adapt these to provide the best solution for you with the investment capital you have.

Every project we take on, or business we work with, is approached with a collaborative working style. We aim to provide the tools, guidance and support for your business to flourish.

All services begin with a **FREE 20 minute discovery call** to ensure we are the right fit for one another.



### MORECHANGE Business Transformation

In one package we will work with you over a number of months to transform your business, by thoroughly:

Auditing, Identifying, Optimising, Building, Training for your business operations.

### CHANGEMORE Transformation Day

In one day we will meet to transform your working life as a business person. Finding solutions to your obstacles and challenges and action planning your goals and ideas to redefine your business direction in alignment with your personal goals.

### 90 Day Project Management

We will set goals, plan, manage and support the execution of a single project collaboratively with your team. Ensuring you efficiently complete your project and achieve your goals.

### Operational Coaching & Mentorship

As a private client, we will coach and mentor you as a business owner to develop your operational mindset and personal management of your business and time.

### Business Management

As a private client, we will join your team on a regular basis to manage your operations and manage your business tasks, staff and ongoing projects.

### Administration/PA

As a private client, we will join your team on a regular basis to assist in completing a variety of administrative tasks as agreed upon. Such as, data entry, email management, customer service, social media management, scheduling and more.

All services are virtual and online unless discussed otherwise.

# Everything about...

## MORECHANGE Business Transformation

The ultimate package at changemore, is our **MORECHANGE Business Transformation**. This service delivers everything we can give a business with the most meticulous detail, being as thorough as possible and integrating ourselves into the heart of your business to acquire a comprehensive understanding. This packages guarantees to enhance your business and point it towards your vision.

Investment: <b>£3000 (completion in one month)</b>
Continued Business Management Required following this process at an agreed monthly fee.
<h3>What You'll Get</h3> <ul style="list-style-type: none"> <li>✓ Complete audit of your current business operations</li> <li>✓ Extensive suggestion booklet for optimisation and project development</li> <li>✓ Build of all systems suggested and agreed upon</li> <li>✓ Detailed SOP's and relevant process documentation</li> <li>✓ Unlimited revisions and planning sessions</li> <li>✓ Team Training</li> </ul>
<p>★★★★★</p> <p>"changemore transformed our brand's operations. We now operate like clockwork and our team's time is focused on developing new offerings within our business, executing new projects and marketing to potential students."</p> <p><b>Proaction Martial Arts</b></p>

### 1. Auditing (valued at £2000)

First, we will delve into the core operations of your business and the regular tasks and activities performed that keep your business running. We will meet with the team to identify the operational challenges experienced and the vision shared for the business.

### 2. Identify, Optimise & Suggest (valued at £2000)

After reviewing our audit, we will identify the key roadblocks and provide suggestions of solutions to these, as well as sharing recommended changes to business processes that will optimise tasks and team time. The aim is to enable a more direct approach to achieving goals and completing projects within your time and in alignment with the vision shared.

### 3. Build (valued at £5000)

Once we have shared the suggestions, we will initiate a planning session where you can choose the changes you want to implement, the priority of doing so and the how this will be broken down into achievable projects and time frames. We will then build any necessary systems, project plans and documentation of processes alongside your team.

### 4. Training (valued at £1000)

Once we have completed the build, we will share everything with your team and provide a training session on how to implement this into their work.

# Everything about...

## CHANGEMORE Transformation Day

**CHANGEMORE Transformation Day** is tailored to the overworked business owner with no time on their hands, a multitude of ideas and unfinished projects, an unproductive team and is actively seeking freedom in their schedule without impacting the development of their business.

In one day, changemore intends to map out your vision and goals with you, suggest solutions and find an action plan to eliminate your challenges and find a way to revolutionise your working life.

Investment: **£900 (completion in one day)**

### What You'll Get

- ✓ 1-2-1 Planning Session
- ✓ Library of templates
- ✓ Action Plans and System suggestions
- ✓ Follow Up Call
- ✓ Free Messaging for advice

### 1. Questionnaire

We will send you an extensive questionnaire to complete that will provide us with a brief understanding of your current position, vision, goals and challenges.

### 2. Prep Call

We will have a short prep call where we will explain the contents and timings of the day, what we aim to achieve and what you will need to have to hand on the day.

### 3. Transformation Day

We will have a 6 hour transformation day where we fully explore your working life and your business. We will create tangible documents and visual action plans and tasks that will support you in achieving your optimum working life whilst directing your business towards growth.

### 4. Follow Up

At an agreed period after our transformation day, we will have a follow up call to discuss your progression and discuss if any further changes need to be made or if changemore can provide a service to assist you.

# Ongoing Services

## 01. 90 Day Project Management £2500

- Ideal for small/medium businesses
- Initial consultation
- Action Plan
- Team management
- Time keeping



## 02. Operational Business Coaching/Mentorship from £300 monthly

- Ideal for business owners of small business
- Ideal for operational managers
- Initial Consultation
- Action Planning and Accountability

## 03. Operations/Business Management from £1200 monthly

- Best suited for growing businesses with staff or external contractors
- Operations and project management
- Team management
- Business development



## 04. Administration/PA from £800 monthly

- Best suited for small businesses or solo entrepreneurs
- Task Completion
- Assistance
- Customer service



# Are We A Good Fit?



## We Are A Good Fit If

- ✓ You value communication and collaboration.
- ✓ You understand the importance of investing in quality business operations.
- ✓ You're open to feedback and suggestions based on my expertise.
- ✓ You're committed to a timeline.
- ✓ You recognise that you must input to achieve output.
- ✓ You're seeking a partnership, not just a transaction.

## We Are Not A Good Fit If

- ✗ You expect immediate results without iterative refinement.
- ✗ You're seeking the lowest possible price over value and expertise.
- ✗ You are closed to delegation and releasing control.
- ✗ You're unable to commit to timelines or provide timely feedback.
- ✗ You see operations and management as an optional extra rather than a core necessity.
- ✗ You view our interaction as a one-time engagement with no follow-up.



# Client Reviews



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Changemore has been a huge asset to our business in so many ways! Not only is Teegan loyal, extremely organised and passionate about growth and development, she has hugely transformed our business. We now have much more streamlined and clear operational processes, that improve our productivity immensely. We receive many statements from clients and customers that tell us how great Teegan has been in helping them in their dealings with Proaction and their satisfaction levels are always high. This has added to our reputation as a business in an extremely positive way. We are very grateful for Teegan's dedicated work ethic, always going the extra mile and making a difference in so many ways from a small change to a business structure overhaul. Everything she does, she does so well.

Jas Nicholson

**01. What management and administrative services do you offer?**

We specialise in a range of services, from project management to scheduling and customer service. Our aim is to provide a comprehensive suite of solutions tailored to your needs.

**02. How long does a typical project take?**

One single project's timeline varies based on its complexity. However, with planning, execution and analysis it is recommended to plan at least 3 months to complete one project. During our initial chat, I'll give you a clearer idea of the expected timeline.

**03. Do you work with international clients?**

Yes, I do! All our services are designed to be offered virtually so it makes it easy for us to collaborate with clients from all corners of the world.

**04. Will I own the rights to the systems and documentation?**

Absolutely. All tailored documentations and systems are personalised to your business and therefore your intellectual property. Once we wrap up the build and I receive the full payment, all rights transfer to you. I'll ensure you have all the necessary files.

**05. Do you provide support after the project is completed?**

Definitely. I believe in nurturing lasting relationships. If you ever have questions or require tweaks post-project, I'm just an email away.



# Ready to Start?

If you've got a clear vision and are eager to kickstart your project, let's dive in!

Fill out the project enquiry form at  
**CHANGEMORE.CO.UK**

If you're still in the exploration phase or have more questions, no worries at all.

Send any questions you have at:



**team@changemore.co.uk**