Service Guide

Admin Support · Project Support · Practical AI

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Support that keeps your business moving

Jupiter brings together admin, project and AI support for founders, business owners and organisations.

Admin Support



Everyday administration, communications, documents, diaries, invoices, files, templates, meetings, travel and research.

Project Support



Plans, timelines, action tracking, documentation, updates, workshop prep and support, launches and defined business improvements.

Practical AI



Focused support to identify useful AI applications, create reusable prompts and templates, set up custom agents, develop manual AI-assisted workflows, review outputs and build confidence.

Why work with Jupiter?



Support that fits

Whether you need to clear a backlog, move a project forward or explore AI, we shape our support around your priorities.



Practical progress

From completing everyday tasks to creating reusable templates and clearer ways of working, we focus on work that makes a useful difference.



A personal working relationship

We bring complementary skills and a shared commitment to understanding your business. Working closely with you, we build a trusted relationship with clear communication, care and attention to the detials that matter.



Experience behind the details

Our experience spans consulting, project coordination, office management and operational support across education, transport infrastructure, energy and technology.



Space to focus. Support to move forward.

Admin support packages

From inboxes and diaries to invoices and client communications, we keep the everyday details organised so you have more time to focus on what matters most to your business.

	Flexible Admin Support	Monthly Admin Support
Purpose	Occasional support, specific tasks or clearing a backlog.	Regular support with ongoing administrative tasks.
Work included	All services within the Admin Support pillar, selected according to client needs.	All services within the Admin Support pillar, with an agreed recurring task list and priorities.
Hours / sessions	Minimum two-hour booking. Further time agreed before proceeding.	Agreed number of hours per month. Agreed number of check-in and progress update sessions.
Deliverables	Completed agreed tasks and an update covering progress and outstanding items.	Completed agreed tasks, progress updates on a weekly / monthly basis.
Engagement length	One-off or occasional bookings.	Initial one-month trial, followed by a rolling monthly arrangement.
Price, excluding VAT	**Pricing tailored to your scope of work.**	**Pricing tailored to your scope of work.**
Additional hours	Additional hours available, with costs agreed in advance.	Additional hours available, with costs agreed in advance.
Discovery call	Free 30-minute call.	Free 30-minute call.



Inbox management, client enquiries & follow ups • Communicating with vendors and partners • Diary management, appointments & bookings • Invoicing support • Preparing documents, presentations & client materials • Organising digital files • Creating reusable templates & forms • Arranging meetings, setting up video calls, capturing notes & actions • Travel planning, bookings & itineraries • Research & information gathering

Project support packages

We organise the details, coordinate the people and track the actions that keep defined projects moving - from the first plan through to delivery.

	Project Planning & Setup	Monthly Project Support
Purpose	Fixed-fee planning and setup for a defined project.	Ongoing project coordination with workload managed month to month.
Work included	Agreed project plan, timeline and task-tracking outputs.	Ongoing project coordination and priority tracking.
Hours/ sessions	Scope agrees before work begins.	Agreed number of hours per month.
Deliverables	Agreed project plan, timeline and task-tracking system.	Agreed as part of monthly deliverables and priorities.
Engagement length	2-3 weeks	Ongoing support.
Price, excluding VAT	**Pricing tailored to your scope of work.**	**Pricing tailored to your scope of work.**
Additional hours	Additional hours available, with costs agreed in advance.	Additional hours available, with costs agreed in advance.
Discovery call	Free 30-minute call.	Free 30-minute call.

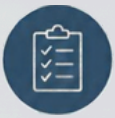


Building project plans and timelines • Coordinating suppliers, specialists and collaborators • Tracking progress, deadlines, risks and decisions • Preparing updates • Organising meetings and workshops • Managing project documentation and version control • Coordinating materials • Supporting launches, events and business improvements

Practical AI packages

Focused practical support to identify useful AI applications, develop manual workflows and build confidence using the tools.

	AI Opportunities Session	AI Setup & Training
Purpose	Identify where AI could save time and select a practical starting point.	Develop a manual AI workflow and train the client to use it confidently.
Work included	Discuss current tasks and bottlenecks; assess suitable AI tools; prioritise opportunities and next steps.	Agree requirements, set up AI tools, create tailored prompts/templates, test, provide training and follow-up support.
Hours/ sessions	Scope agreed before work begins.	Scope agreed before work begins.
Deliverables	An opportunities summary, three recommendations, suggested tools, and recommended next steps.	One tested manual AI workflow, tailored prompts/templates, a short user guide and client training.
Engagement length	One week.	2–3 weeks
Price, excluding VAT	**Pricing tailored to your scope of work.**	**Pricing tailored to your scope of work.**
Additional hours	Additional hours available, with costs agreed in advance.	Additional hours available, with costs agreed in advance.
Discovery call	Free 30-minute call.	Free 30-minute call.



Exploring where AI could ease your workload • Identifying suitable tools for your tasks & budget • Creating reusable prompts & templates • Setting up & testing custom agents • Setting up & testing AI-assisted workflows • Supporting content creation, from documents & social media posts to audio • Reviewing outputs for accuracy & quality • Providing demonstrations & one-to-one guidance • Helping you build AI into everyday working practices

How we work

Flexible support, clear from the start.

Start with a conversation

We offer a free 30-minute discovery call to understand your priorities and explore the support that would suit you best.

Agree the details

Before work begins, we agree the tasks, deliverables, timescales and fees. Choose occasional support, a monthly arrangement or a fixed package built around a defined outcome.

Work together

Support is available remotely and in person, by agreement. We agree how we'll communicate and keep you updated. Any additional work, travel charges or paid tools are discussed and approved before costs are incurred.

Keep things straightforward

Payment is due on completion for one-off work, with monthly support invoiced on an agreed schedule. All listed prices exclude VAT. Please give at least one working day's notice to cancel or rearrange a booked session.

Your proposal and services agreement will confirm the details of your booking, including payment terms, package scope and notice periods.



Jupiter
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Let's work together

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