



ADMIN SUPPORT PACKAGES

FLEXIBLE SUPPORT - REAL RESULTS

SAVE TIME, IMPROVE CASHFLOW AND HAVE YOUR BUSINESS RUN ON AUTO-PILOT

STARTER

A great starting point for tradies who want to offload basic admin tasks without overcommitting.

- ✓ Includes **up to 5 hours per week** of admin support, job scheduling, client liaison, and inbox management.
- 🕒 *Perfect for sole traders or small teams juggling too much at once.*

INTERMEDIATE

Designed for growing businesses that need reliable admin support with added insight.

- ✓ Includes **up to 10 hours per week** of admin support, tailored reporting, and 2 hours of project or business analysis support.
- 🕒 *Great for businesses scaling up or managing multiple jobs at once.*

ADVANCED

Built for busy trade businesses that need consistent, higher-volume admin support.

- ✓ Includes **up to 20 hours per week** of admin support, detailed reporting, and 2 hours per week of project or business analysis.
- 🕒 *Ideal for businesses with multiple staff, lots of jobs, and minimal time to manage the back-end.*

ADVANCED +

Complete business support for established teams ready to scale.

- ✓ Includes **up to 30 hours per week** of admin support, tailored reporting, and up to 10 hours per week of project management or strategic support.
- 🕒 *For tradies who want their business running on autopilot.*

BESPOKE

Custom support packages designed around your unique business needs.

- ✓ Includes a tailored mix of admin, project management, business analysis, and strategic support.
- 🕒 *Perfect if your needs don't fit into a box - we can design a custom solution together.*



YOUR TOOLS
YOUR TRADE
OUR ADMIN



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