

K. MARIE BAKER GROUP

EDUCATION | CONSULTING | COMMUNITY | GROWTH

ORGANIZE YOUR VISION. BUILD YOUR SYSTEMS. *Make an Impact.*



PROFESSIONAL

Services & Pricing Guide

Professional, hands-on support for the work
that keeps your business moving.

BUSINESS OPERATIONS • PROJECTS
SYSTEMS • DOCUMENTATION • STRATEGY

SEPTEMBER 2026 EDITION

WELCOME

Practical support. Clearer systems. Forward movement.



K. Marie Baker Group helps entrepreneurs, professionals, small businesses, and organizations organize the work behind their goals.

We combine thoughtful strategy with hands-on execution—helping clients bring order to moving pieces, document what matters, coordinate important work, and create systems they can actually use.

“The goal is not simply to tell you what should be done. The goal is to help you organize it, build it, and move it forward.”

Kellie Baker | Founder & Managing Member

WHO WE SERVE

Support designed around the work that needs to get done.

KMBG works with people and organizations that value professionalism, structure, resourcefulness, and reliable follow-through.

- Entrepreneurs and small-business owners building stronger operations
- Professionals balancing ideas, responsibilities, and important projects
- Organizations that need dependable administrative or coordination support
- Creators who need clearer systems, documentation, or practical strategy
- Teams that need organized processes, resources, training, or implementation help

**You do not have to fit into one narrow category.
The engagement is shaped around your needs and the approved scope.**

HOW WE MOVE WORK FORWARD

A practical pathway from need to organized outcome.

01 Discover

Understand the goals, challenges, people, and desired outcome.

02 Organize

Identify priorities, create order, and determine the right sequence.

03 Build

Develop the approved plan, system, resource, process, or deliverable.

04 Implement

Coordinate action, clarify responsibilities, and support use.

05 Grow

Review results, refine the work, and prepare for what comes next.

ONE BUSINESS. FIVE CONNECTED WAYS TO HELP.

Choose one service area—or combine them into a coordinated engagement.

01

Business Operations & Administrative Support

Reliable help with recurring responsibilities and essential business activity.

02

Project Coordination & Implementation

Organization and follow-through for defined projects, events, and initiatives.

03

Organization, Systems & Process Support

Practical structure for workflows, information, responsibilities, and repeatable work.

04

Training, Documentation & Resources

Clear SOPs, guides, workbooks, onboarding materials, and learning resources.

05

Consulting & Strategic Support

Focused guidance that turns goals, barriers, and ideas into practical next steps.

DEPENDABLE SUPPORT BEHIND THE BUSINESS

Available for ongoing, short-term, virtual, or project-based needs.

Business Operations & Administrative Support

Hands-on assistance that helps keep everyday work organized, current, responsive, and moving forward.

This support can include:

- Administrative responsibilities and office organization
- Business records, trackers, databases, and CRM upkeep
- Customer and client communication support
- Project, meeting, webinar, training, and event coordination
- Content preparation, research, and digital-business support

Monthly support begins at \$325. Project-based support is also available.

ADMINISTRATIVE SUPPORT THAT CLEARS THE CLUTTER

Professional attention for the everyday responsibilities that keep work moving.

- Email and inbox organization
- Calendar management and appointment scheduling
- Data entry and contact-list maintenance
- File and folder organization
- Document preparation, formatting, and PDF editing
- Proofreading and basic editing
- Travel research and coordination
- Online ordering and purchase research
- Meeting preparation, follow-up, and note cleanup
- Transcription and business-information organization

Ideal for quick support, recurring administration, or a defined cleanup project.

OPERATIONAL SUPPORT THAT CREATES VISIBILITY

Keep essential information organized, responsibilities clear, and progress easier to follow.

- Task tracking and status reporting
- Process and workflow organization
- Standard operating procedure development
- Database and CRM maintenance
- Customer-record organization and cleanup
- Business, market, competitor, and vendor research
- Invoicing and billing administration
- Order-processing and inventory updates
- Forms, templates, dashboards, and tracker creation

KMBG supports the operational work. Accounting, tax, payroll, legal, and regulated services are outside scope unless separately qualified.

HELP CLIENTS FEEL INFORMED AND SUPPORTED

Organized communication and records strengthen the experience behind your service.

- Customer-service assistance
- Customer and client onboarding
- Client follow-up and routine status communication
- Welcome materials and onboarding documents
- Frequently asked questions and response templates
- Customer-information updates
- Community management support
- Survey creation and response organization
- Feedback collection and basic reporting

Every engagement is designed so the client knows what happened, what is needed, and what comes next.

KEEP THE MOVING PIECES CONNECTED

Hands-on coordination for projects, meetings, webinars, trainings, and events.

- Project coordination and implementation support
- Task, deadline, and deliverable management
- Team, vendor, and stakeholder follow-up
- Meeting and webinar coordination
- Training-session support
- Event-planning assistance
- Registration tracking
- Resource and presentation preparation
- Progress updates and project reporting

Defined project coordination begins at \$500. Complex engagements receive a custom proposal.

PRACTICAL HELP FOR CONTENT AND INFORMATION

Prepare, organize, update, and develop the resources your business needs.

CONTENT & DIGITAL

- Social-media scheduling
- Basic content preparation
- Simple branded graphics
- Blog and business-content editing
- Website content updates
- Product-listing assistance
- Course and webinar support
- Basic video trimming

RESEARCH & RESOURCES

- Internet and market research
- Contact and resource lists
- Lead research and list preparation
- Gift and purchasing research
- Business directory research
- Training-resource development
- Guides, checklists, and worksheets
- Survey setup and summaries

STRUCTURE FOR WORK WITH A DEFINED OUTCOME

KMBG helps turn plans into coordinated actions, visible progress, and completed deliverables.

A project engagement may include:

- Clarifying the approved scope, milestones, and responsibilities
- Building action plans, trackers, and status-reporting tools
- Monitoring deadlines, dependencies, risks, and follow-ups
- Coordinating meetings, deliverables, vendors, and stakeholders
- Documenting decisions, changes, and next actions
- Supporting implementation through completion and closeout

**KMBG does not simply create a plan and disappear.
The work is designed to support organized execution.**

TURN SCATTERED WORK INTO USABLE STRUCTURE

Simple systems make responsibilities easier to understand, repeat, and improve.

- Business organization and workflow mapping
- Process review and practical improvement
- Checklists, trackers, forms, and operating tools
- Digital file and folder architecture
- CRM organization and record-maintenance procedures
- Client onboarding and offboarding systems
- Role, handoff, and follow-up organization
- Dashboards and basic operational reporting

Business Organization Quick Reset and Digital File Organization projects begin at \$350.

MAKE KNOWLEDGE EASIER TO USE AND SHARE

Clear documentation helps people understand the work and perform it consistently.

- Standard operating procedures and work instructions
- Business guides, manuals, and process documentation
- Client onboarding materials and welcome resources
- Checklists, worksheets, templates, and toolkits
- Training presentations and participant materials
- Customized workshops and learning sessions
- Program, course, and resource-development support

Starting investments

**Custom document \$125 • Single SOP \$225
Guide or workbook \$250 • Virtual workshop \$500**

CLARITY THAT LEADS TO PRACTICAL ACTION

Focused thinking, honest assessment, and organized next steps—not generic advice.

60-Minute Clarity & Strategy Session

\$175

A focused conversation with defined priorities and next steps.

90-Minute Operations Strategy Intensive

\$275

A deeper operational review with a prioritized action plan.

Consulting support may address:

- Business direction and priorities
- Operational barriers and gaps
- Service, process, or project strategy
- Creator and community structure
- Implementation planning and follow-through

DEFINED PROJECTS WITH CLEAR STARTING POINTS

Final pricing reflects the approved scope, complexity, timeline, and deliverables.

Business Organization Quick Reset

Starting at \$350

Focused organization of one defined business area.

Digital File & Folder Organization

Starting at \$350

Folder architecture, naming standards, cleanup plan, and implementation.

Single SOP / Process Documentation

Starting at \$225

One defined process converted into a professional SOP or work instruction.

Three-SOP Documentation Bundle

Starting at \$600

Three clearly defined processes documented as a coordinated set.

Client Onboarding System Build

Starting at \$650

Intake, access, folders, kickoff, status updates, and closeout structure.

Project Coordination & Implementation

Starting at \$500

Defined tracking, follow-up, reporting, and coordination support.

RESOURCES, TRAINING, AND LARGER BUILDS

Smaller deliverables and more complex initiatives are scoped according to the work required.

Custom Business Document / Resource

Starting at \$125

A smaller professional document or operational resource.

Custom Guide / Workbook / Training Resource

Starting at \$250

A branded instructional or operational resource.

Operations Manual / Documentation Project

Starting at \$500

A multi-section build requiring discovery and structured development.

Virtual Training / Workshop

Starting at \$500

Customized preparation, participant materials, delivery, and Q&A.

Custom Operational or Consulting Project

Proposal required

Investment is based on scope, complexity, duration, risk, and deliverables.

RESERVED SUPPORT FOR ONGOING BUSINESS NEEDS

Choose the level of professional capacity that best fits your current workload.

ESSENTIAL OPERATIONS SUPPORT

**\$325 /
MONTH**

Up to 5 service hours

Light recurring administrative and organizational support.

BUSINESS OPERATIONS SUPPORT

**\$600 /
MONTH**

Up to 10 service hours

Consistent operational support, CRM upkeep, onboarding, tracking, and reporting.

OPERATIONS PARTNER SUPPORT

**\$1,100 /
MONTH**

Up to 20 service hours

Deeper coordination, systems, documentation, dashboards, and implementation support.

Additional approved time: \$70 per hour, billed in 30-minute increments.

LET'S TALK ABOUT THE WORK YOU NEED DONE

Every engagement begins with clarity around the need, scope, timeline, and desired outcome.

01

Connect

Share what you need help organizing, completing, or improving.

02

Clarify

We discuss priorities, fit, timing, access, and the right service approach.

03

Confirm

You receive the approved scope, investment, responsibilities, and next steps.

04

Begin

Agreement, payment, onboarding, and organized delivery move the work forward.

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SERVICES & PRICING NOTICE

Services and pricing are based on the information available at the time of publication. Final pricing is determined by the client's needs, project scope, timeline, complexity, and required level of support.

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