



# Service Package

## EXECUTIVE ASSISTANT

These services include, but are NOT limited to:

- Manage your Customer Relationship Management System (CRM)
- Start your CRM if you don't have one
- Create and manage smart plans
- Set up standard operating procedures/workflow processes.
- Record Monthly business expenses, collect & store all business invoices/receipts.
- Order thank you gifts
- Data Entry
- Request Testimonials from Clients
- Request Referrals from clients
- Meet with you 10 -15 min per day for daily check in Meet with you once a week.
- Help Organize Emails into folders
- Manage your calendar

FULL TIME

**\$1995**  
/Monthly

PART TIME

**\$1595**  
/Monthly