



**READY
WHENEVER
YOU ARE**

BECAUSE YOUR TIME IS IMPORTANT
to Us!

PAY AS YOU GROW

No Commitment.
Prepaid rate of \$15/hour (minimum)

Service Hours: as needed

Ideal for businesses looking to test the waters.

Not sure how many hours of support you need? This service option puts you in the driver's seat. It's perfect for short term projects.

LET'S START

Annual Contract.
Rates start at \$750 (monthly)

Service Hours: 15-20/month

Perfect for the busy professional who needs consistent and flexible part-time administrative support.

Do you have a start-up or a business with limited office space? Customer service, reception, responding to emails, project management, appointment scheduling, etc., can be taken care of *virtually* with ease!

BUSY EXECUTIVE

Annual Contract.
Rates start at \$1,800 (monthly)

Service Hours: 20-30/month

Designed for the busy professionals or business owners that need help organizing and streamlining their day both personally and professionally.

Need a personal assistant or assistance with managing your operation? This package is perfect.

MANAGE MY BUSINESS

Annual Contract.
Rates start at \$2,300 (monthly)

Service Hours: 30-40/month

Created for the busiest executives or owners, a powerhouse administrative support dedicated to your operation with priority turnaround and first class service.

We completely customize this service plan for your needs.