

Admin Support Services – Pricing & Tasks

Simple, transparent, and designed for small business owners who want admin off their plate — without the guesswork.

■ Service Packages

Package	What's Included	Price
Basic	Up to 2 admin tasks per week	\$150
Standard	Up to 4 admin tasks per week	\$280
Premium	Up to 6 admin tasks per week	\$400
Rush Add-On	Upgrade any task to a 24-hour turnaround	+25%

■ Hourly Support

Flat hourly rate: **\$75/hour**

Best for once-off tasks or smaller projects.

■ Retainer Plans (Best Value)

Plan	Tasks per Month	Price
Bronze	10 tasks	\$650
Silver	20 tasks	\$1,200
Gold	30 tasks	\$1,650

■ What Counts as a Task?

A **task** is a clearly defined piece of admin support that can be completed within a 48-hour turnaround. Examples include:

■ Business Admin

- Preparing and sending invoices
- Reconciling receipts into a spreadsheet
- Drafting a client email template
- Creating a simple checklist or process document

■■■■ Operations Support

- Scheduling jobs into a calendar
- Updating client/job details in a database
- Following up outstanding quotes or invoices
- Preparing a weekly job summary report

■ Payroll & Finance

- Preparing a weekly timesheet summary
- Setting up payroll data for processing
- Entering supplier invoices into a spreadsheet

■ **Personal & Lifestyle Admin**

- Adding activities or appointments into a shared calendar
- Booking an appointment (doctor, car service, etc.)
- Researching 2–3 quotes (insurance, utilities, services)

■ **Task Guidelines**

- One task = one clear outcome (e.g. 'Send 5 invoices' = 1 task).
- Similar actions bundled together = 1 task (e.g. entering multiple appointments).
- Complex or multi-step projects = custom project (quoted separately).

■ **Ready to lighten your admin load? Contact us today!**