



## Maintaining Growth Package - \$1,498

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### Services and tasks including:

General Admin - create documents, slide shows, spreadsheets and data entry

Internet Research - sourcing information and documenting findings

Mail Box - inbox cleanup, manage incoming mail

Work Management - set up efficient working practices and organise processes

### Services and tasks including:

PA Services - monitoring emails, scheduling meetings and coordinating travel

Project Management - monitor progress and bring together all aspects of projects

Team Management - keeping teams on task and managing work completion

Client/Customer Management - liaise between business owners, clients and customers

### Included in this package:

1 x online 1:1 FREE video call (30 mins) to discuss your needs and see if we are a good fit

20 x hours of work to complete tasks agreed upon

1:1 video call (up to 60 mins) to establish tasks to be undertaken

1 x plan and schedule of tasks to complete

Follow up communication for the duration of work assignment

30 days to use this package from date of purchase

### Services and tasks including:

Social Media - image creation, content curation, and auto scheduling

Canva Design - social media headers, documents, logos, images

Landing Pages - upload content, downloads and email marketing integration

Email Marketing - formatting & scheduling newsletters, automating emails

Website Management - content updates, image sourcing, meta descriptions, text linking

If you have any other tasks that you would like done, please ask and I will let you know it can be included.

Set up a call today for a **FREE 30 minute** call to discuss your needs and see if we are a good fit.

Set up a call today

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