

**ADMINISTRATIVE
&
WRITING TASKS**

APPOINTMENT SETTING
DATA ENTRY
EMAIL MANAGEMENT
FILE MANAGEMENT
MEETING MINUTES
OFFICE MANAGEMENT
PROOFREADING
TIME MANAGEMENT
TRANSCRIPTION

**BOOKKEEPING AND
CALENDAR
MANAGEMENT**

BILL PAYING
CALENDAR MANAGEMENT
CREATING / MANAGING
DATABASES & CRM'S
PAYMENTS AND INVOICING
TAX PREPARATION FOR CPA
TRAVEL ARRANGEMENTS

**CONTENT CREATION
&
MANAGEMENT**

BLOG POSTS
FACEBOOK
INSTAGRAM
NEWSLETTERS
PINTEREST

DESIGN

INFOGRAPHICS
DESIGN VIA CANVA
DESIGN VIA PICMONKEY
POWERPOINT PRESENTATIONS
WEBSITE VIA SQUARESPACE
WEBSITE VIA WEEBLY
WEBSITE VIA WIX

**EVENT & EMPLOYEE
MANAGEMENT**

EVENT PLANNING
HR MANAGEMENT
LIVE EVENT REPRESENTATION
PROJECT MANAGEMENT
PROCEDURE IMPLEMENTATION
PROCESS IMPROVEMENT

NEWSLETTERS

CONSTANT CONTACT
EMAIL AUTOMATION
MAIL CHIMP
CONTENT & DESIGN

**ONLINE & SOCIAL
PLATFORMS**

FACEBOOK GROUP MGMT
ONLINE MEMBERSHIP MGMT
WEBINAR LIVE ASSISTANCE
WEBINAR SETUP

**SYSTEM SETUP
AND
MANAGEMENT**

ASANA
CLICKUP
DUBSADO
SLACK
TEAMWORK
TRELLO
WUNDERLIST
WORKFLOW EFFICIENCY

**OTHER / PERSONAL /
HOUSEHOLD
ASSISTANCE**

CONTESTS AND GIVEAWAYS
ERRANDS
GIFT PURCHASE / WRAP / SHIP
HOUSEHOLD MANAGEMENT
MANAGING FAMILY CALENDARS
PET CARE
WEB RESEARCH

PHOTOGRAPHY & MEMORY MAKING

BIRTHDAYS
BAPTISMS
CANDIDS
CASUAL PORTRAITS

DIGITAL ALBUMS
EVERYDAY LIFE
FAMILY FUN
GRADUATION PARTIES

PHOTO ORGANIZING
PRODUCT PHOTOGRAPHY
RETIREMENT PARTIES
REUNIONS

*photography services are priced differently than assistant services

<p>ON DEMAND</p> <p></p> <p>A La Carte hourly rate is \$55/hr</p> <p>Pay as you go for individual tasks or small projects as needed</p> <p>\$55/hr</p>	<p>10 HOURS</p> <p></p> <p>Package Rate is \$50/hr</p> <p>Package Savings: \$50</p> <p>\$500</p>	<p>15 HOURS</p> <p></p> <p>Package Rate is \$45/hr</p> <p>Package Savings: \$150</p> <p>\$675</p>	<p>20 HOURS</p> <p></p> <p>Package Rate is \$40/hr</p> <p>Package Savings: \$300</p> <p>\$800</p>
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- The above prices reflect assistant services
- Photography services start at \$125/hr
- Standard mileage rates apply to locations outside 10 miles of 19301



- Payment is expected within 48 hours of invoicing upon completion of services
- Packages require 50% pre-payment before tasks commence with balance due upon completion
- Time tracking software is used to track the time working on tasks
- Time spent completing tasks is tracked as is not rounded
- Some work may require a deposit depending on project size
- Photography services have different terms supplied upon request