



EASY AS ADMIN CO

PRICE PER ITEM

SERVICES (PER HOUR)

EXECUTIVE SUPPORT & ASSISTANCE	\$55
PROJECT SUPPORT & COORDINATION	\$65
PROCESS REVIEW & IMPROVEMENT	\$65
BOARD SUPPORT	\$55
COMPLAINTS & ENQUIRIES	\$55
DIARY, INBOX & TRAVEL	\$55
MEETING COORDINATION, MINUTING & TRACKING	\$55
POLICY & PROCEDURE DEVELOPMENT	\$55
REPORTING, DASHBOARDS & DATA INTEGRITY	\$55
CONTENT & COLLATERAL MANAGEMENT & DESIGN	\$55
CUSTOMER LEADS, TRACKING & FOLLOW-UP	\$55

SMALL BUSINESS SERVICES (PER HOUR)

BASIC ADMIN & IT SUPPORT FOR SMALL BUSINESS	\$40
MARKET BOOKINGS & ORGANISATION	\$40
INVOICING, RECEIPTS & BASIC RECONCILIATION	\$55

OTHER

SERVICE YOU'RE LOOKING FOR NOT LISTED? MESSAGE US FOR A CUSTOM QUOTE.



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PACKAGES

BASIC ADMIN PACKAGES

4 HOURS PER WEEK	\$150
10 HOURS PER MONTH	\$340
20 HOURS PER MONTH	\$660
40 HOURS PER MONTH	\$1290

INTERMEDIATE ADMIN PACKAGES

4 HOURS PER WEEK	\$200
10 HOURS PER MONTH	\$450
20 HOURS PER MONTH	\$880
40 HOURS PER MONTH	\$1720

ADVANCED ADMIN PACKAGES

4 HOURS PER WEEK	\$240
10 HOURS PER MONTH	\$540
20 HOURS PER MONTH	\$1050
40 HOURS PER MONTH	\$2010

BUILD YOUR OWN PACKAGE

NEED SOMETHING MORE SPECIFIC
TO YOUR BUSINESS? MESSAGE US
FOR A CUSTOM QUOTE & PACKAGE.

EASYASADMIN.CO
INFO@EASYASADMIN.CO



EASY AS ADMIN CO

INCLUSIONS

BASIC ADMIN PACKAGES

INBOX AND CALENDAR MANAGEMENT, CUSTOMER ENQUIRIES, DATA ENTRY, DOCUMENT ORGANISATION, INVOICING, GENERAL DAY-TO-DAY ADMIN SUPPORT & MORE.

INTERMEDIATE ADMIN PACKAGES

EXECUTIVE ASSISTANT SUPPORT, MEETING COORDINATION AND MINUTES, REPORTING, CRM MANAGEMENT, WORKFLOW SUPPORT, STAKEHOLDER COMMUNICATIONS & MORE.

ADVANCED ADMIN PACKAGES

PROJECT COORDINATION, BOARD AND GOVERNANCE SUPPORT, POLICY AND PROCEDURE DEVELOPMENT, COMPLIANCE SUPPORT, REPORTING, PROCESS IMPROVEMENT & MORE.

BUILD YOUR OWN PACKAGE

SERVICE YOU'RE LOOKING FOR NOT LISTED? MESSAGE US FOR A CUSTOM QUOTE. MIX & MATCH FROM EACH TIER ALSO ACCEPTED.

[EASYASADMIN.CO](https://easyasadmin.co)
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