

OUR SERVICES



Booking & Scheduling

- Client scheduling/rescheduling
- Scheduling program conversion



Business Management & Accountability

- Payroll
- Evaluate current expenses and finding cost effective solutions
- Pay/Send invoices for clients
- Digitize business
- Virtual mailbox - change of state address change - relocation support: change of address notification
- Application for paid opportunities
- Vendor management/applications
- Certification applications
- BCorp applications
- Assistance designing surveys
- Demographic information gathering



Research & Comparisons

- Shopping for specific needs
- Travel and Vacation research
- Conference/Podcast/Networking events research
- Grant research



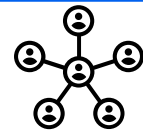
File Digitization & Organization

- Transcription
- One-pagers
- Proofreading
- Receipts - gather the various receipts that your bookkeeper/accountant needs



Newsletter & Website Management

- Webpage updates, maintenance, SEO
- Newsletter creation/scheduling



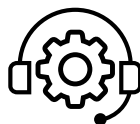
Cloud Storage Migration & Organization

- Cloud drive migration and management



Customer Service

- Holiday or event cards
- Following up on contracts
- Following up on invoices
- Timely engagement with clients
- Feedback surveys



Tech Support

- Shopify
- On demand/ issues as they arise
- Google Business Listings



Social Media Posts & Responses

- Social media scheduling and responding
- Facebook Ads