



E-executive Assist

“Taking care of you and your business”

A la carte pricing

For those who need assistance with a number of specific projects, pick & choose only the services that your business needs at a lower hourly rate.

- Appointment scheduling & reminders (1.5 hours)
- Business card scanning (up to 150 cards)
- Calendar management (1.5 hours)
- Contact management (1.5 hours)
- Data Entry (1.5 hours)
- Document scanning (up to 30 double-sided pages)
- Email management (1.5 hours)
- Forms development (up to 2 pages)
- General administration (1.5 hours)
- Mail merge (up to 500 merges & electronic file)
- PowerPoint creation (1 – up to 10 pages)
- Project management (1.5 hours)
- Resumes (1 – up to 10 copies with matching envelopes and/or presentation folders)
- Research vendors (up to 4 vendors) written report of cost analysis
- Schedule travel (up to 2 trips) air, hotel, car
- Word processing (1.5 hours) – dictation or written