



E-executive Assist

“Taking care of you and your business”

Concierge Services

Unless otherwise negotiated, Concierge Services are billed at \$20.00 in $\frac{1}{4}$ hour increments with a minimum of $\frac{1}{2}$ hour. All purchases made on the client's behalf will be direct billed to the client. E-executive Assist will invoice the client for actual time spent but not less than $\frac{1}{2}$ hour.

www.e-executiveassist.com