



***E-executive Assist***

*“Taking care of you and your business”*

## **Event Planning and Special Projects**

These services are done on a case by case basis. Quotations will be provided based on the estimated time and the complexity of the project. All incidental costs associated with the project will be included in the estimate. Final billing will be based on the actual time and costs incurred.

[www.e-executiveassist.com](http://www.e-executiveassist.com)