



### **Our Management Service to You**

- A. Marie Management will provide daily oversight in the selected area and ensure measurable outcome are met.
  - a. Locate, organize, train, develop and provide oversight to the employees, outsources agency or contractor.
  - b. Maintain point of contact for the responsible employees, outsourced agency or contractor.
  - c. Complete quarterly evaluation on the work completed and services provided.
  - d. Compile reports on the services rendered and conduct a scheduled information session for your company.

### **The Virtual Assistant Offerings to You**

- A. The virtual assistant team will provide your daily structure and organized activities regarding your administrative needs.
  - a. Email, calendar, appointment and follow up maintenance.
  - b. Administration Duties: Filing, phone answering, database building, report and presentation development.
  - c. Social Media Management: content creation, posting, campaigns and engagement.
  - d. Office Management: company ordering, company trip booking and customer management/oversight.
  - e. Complete company correspondence, meeting minutes and meeting follow up procedures.

### **Your Expected Outcomes From Management and a Virtual Assistant Team**

- A. Organized front office presence and execution of administration tasks that ensure efficiency throughout the company.
  - a. Streamlined, automated and efficient daily, monthly and quarterly systems for administration tasks.
  - b. Streamlined, automated and efficient social media presence and engagement.
  - c. Immediate and accurate responses to customers, employees and executives on behalf of the company.
  - d. Thorough attention to daily administration needs that ensure proper communication of business needs.
  - e. Organized documentation, calendars, appointments and correspondence for your business.
  - f. Professional written, voice and documented communication for your business.

Marie Management LLC.

[www.marie-management.com](http://www.marie-management.com)

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**Your Required Investment for This Service and Management**

	Single Package 1	Single Package 2	Single Package 3	Bundle Package 1	Bundle Package 2	Bundle Package 3
<b>Offering</b>	1 Service & Management	1 Service & Management	1 Service & Management	2-3 Services & Management	3-4 Services & Management	5+ Services & Management
<b>Hours</b>	43.75	87.5	173	43.75	87.5	173
<b>Discount %</b>	10%	10%	10%	20%	20%	20%
<b>Monthly Fee</b>	\$875	\$1,750	\$3,500	\$2,100	\$5,600	\$14,000
<b>6 Month Fee</b>	\$5,250	\$10,500	\$21,000	\$12,600	\$33,600	\$84,000
<b>1 Year Fee</b>	\$10,500	\$21,000	\$42,000	\$42,000	\$67,200	\$168,000

**Packages:** Companies will be presented with the recommended package within a consultation that can be scheduled below. However, it is important that companies know their allotted budget for services and management prior to the consultation.

**Company Commitment:** Marie Management will maintain the service for you and provide the required reporting at your desire. The companies time commitment is required upon the chosen evaluation schedule (monthly, quarterly or annually) in order to review outcomes and measurements.

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To get started, schedule your consultation [here](#).