



- Your Virtual Assistant

ADMINISTRATIVE SERVICES

- 1) Bookkeeping
- 2) Calendar Management And Travel Arrangements
- 3) Preparing Reports And Presentations
- 4) Client And Vendor Management
- 5) Customer Support/Helpline
- 6) Recruitment / Staffing

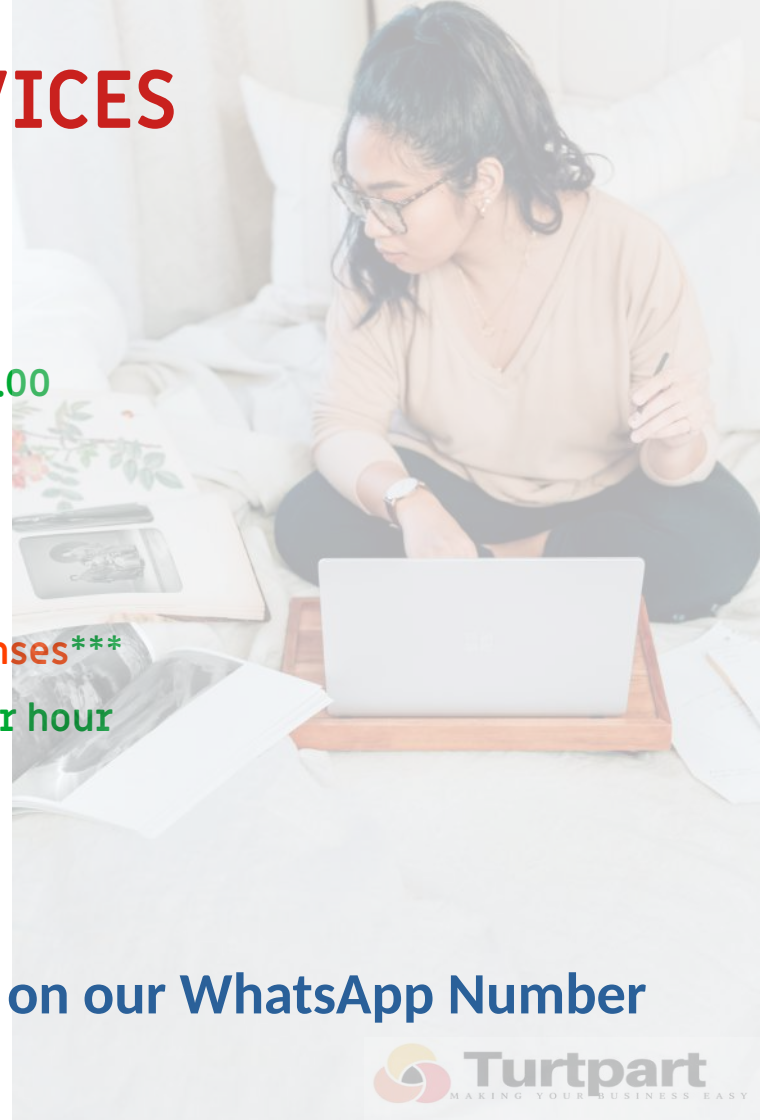
₱30,000.00 per month

(Pay for THREE MONTHS Administrative Services Retainership and get a one year ONE-PAGE Website for **FREE**)

PROJECT-BASED SERVICES

- 1) Project Supervision***
- 2) Proposal Writing***
- 3) Preparation Of Bids/Tenders : ₱100,000.00
- 4) Company Profile : ₱15,000.00 (e-copy)
- 5) Company Incorporation : ₱60,000.00
- 6) Business Registration : ₱20,000.00
- 7) Obtaining Government Papers And Licenses***
- 8) Company Representation : ₱2,000.00 per hour

*** : Send us a Direct Message on our WhatsApp Number



SUPPORT SERVICES

- 1) **Website Design And Management : ₦50,000.00 (one-page website)**
(Pay for THREE MONTHS Administrative Services Retainership and get a one year ONE-PAGE Website for **FREE**)
- 2) **Social Media Management : ₦30,000.00**
- 3) **Digital Marketing : 20% of Budget**
- 4) **Lead Generation*****
- 5) **Telemarketing/Email Marketing*****

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PARALEGAL SERVICES

- 1) Land Searches/ Investigation : ~~N~~20,000.00
- 2) Land Agreements***
- 3) Drafting Pleadings (for Lawyers)***
- 4) Probate Administration : ~~N~~5,000.00
- 5) Property Management***
- 6) Contracts Drafting/ Review***
- 7) Legal Research***

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CONTACT US



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