



PROADVANTAGE

Service Checklist

A 10% discount is given to clients that choose our retainer option. Further discounts are given for combined packages. Call for details.

Basic Administrative Package (\$18/hr)

- Calendar Management
 - Meetings
 - Appointments
 - Reminders
 - Confirm appointments/meetings
 - Follow-up work reminders
 - Daily Shared Calendar Services
- Phone & Email Correspondence
- Customer Support and Response
- Writing Reports, Letters, and Memos
- Research and Data Collection
(via web or other medium)
- Budget/Travel Expense Management
- Customer Mailings (postage billed separately)

Comprehensive Administrative Package (\$24/hr)

(All of the services in the Basic Package + the following:

- Administrative Task Management
- Tracking & Analyzing Data in Excel and/or Access
- Database Development & Management
- Travel Arrangements & Logistics
- PowerPoint Presentation Development, Formatting, & Editing
- Newsletters & Flyers
- PDF Development and Conversions
(Book marking, Forms, etc.)

Meeting and Event Planning (\$30-\$50/hr)

- Site Research
- Event Design
- Menu, Decor, and Entertainment
- Transportation
- Invitations/Flyers
- Hotel Accommodations for Attendees
- Coordinating the Activities of Event Personnel
- Supervision at the Site
- Evaluation of Event

Personal Assistant Package (\$18/hr)

- Calendar Management
 - Meetings
 - Appointments
 - Reminders
 - Confirm appointments/meetings
 - Follow-up work reminders
 - Daily Shared Calendar Services
- Phone & Email Correspondence
- Event planning (under 50 people)
- Online Shopping (from food to fine jewelry)
- Basic Administrative tasks
(returning calls, filing, word processing, etc.)
- Basic Accounting and bill payment
- Budget/Travel Expense Management
- Reservations worldwide
(spa, hotel, event, theater, restaurants, resorts)
- Travel Arrangements & Logistics
- Customer Support and Response
- Writing Reports, Letters, and Memos
- Research and Data Collection
(via web or other medium)
- Customer Mailings (postage billed separately)

Website Development (\$27/hr)

- Web Design/Redesign
- Online Forms
- Blogs
- Web Maintenance
 - Content update/replacement
 - Blog postings
 - Minor graphic replacements/changes

Virtual Solutions for Innovative Business

Reisterstown, MD 21117 Toll Free: (866) 404-8756 Fax: (443) 926-0592
Email: info@proadvantagesupport.com Website: www.proadvantagesupport.com



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Graphic Art & Design (\$27/hr)

- Website Banners
- Logos, Brochures, and Flyers
- Newsletters
- Graphic Design CD and DVD Labels and Covers
- Stationary, Business Card and Envelope
Design
- Presentation Design
- Standard Corporate Identity Packages-
 - Logo
 - Business Card
 - Letterhead
 - Envelope
- Corporate Identity Bonus Package
 - Standard Corporate Identity Package (Above)
 - Presentation Design Template
 - Website Home Page

Marketing Services

- Marketing Material Development (**\$27/hr**)
(flyers, postcards, brochures, signs, banners, etc.)
- Customer Relationship Management (**\$22-\$24/hr**)
- Marketing System Management (**\$22-\$24/hr**)
- Direct Mailings (**Call for quote**)

Miscellaneous

- Transcription (**\$.85/recorded minute**)
- Article/Content Writing (**\$20/hr**)
- Ghost Writing (**Call for quote**)

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