



PRICE LIST

Business Operations & Print Packages

Complete background admin support to keep your business running smoothly.

Simple Transparent Pricing

No hidden fees. Choose a hassle-free monthly support package or pick exactly what you need on-demand.

All-In-One Monthly Support

Let me take the pressure off your daily routine.

- **The Starter Setup (£195 One-off):** Getting you organised from scratch. Includes 1 custom automated tracking sheet, a custom professional invoice template, and 25 printed high-quality business documents.
- **Ongoing Admin & Print Support (£75/month):** I manage your digital files in Google Drive, update your tracking sheets (up to 2 hours), and print/scan your paperwork (includes 100 B&W pages, 30 colour pages, and 50 scans per month).
- **The Full Executive PA Hub (£295 - £350/month):** Total peace of mind. Live call answering and message logging (up to 10 hours), complete client invoicing management, and priority printing/scanning (up to 250 pages).

Best for ongoing physical paperwork and digital archiving.

Bespoke Services & On-Demand Printing

Need something specific or a one-off task? Pick and choose from our standalone rates.

Pay-As-You-Go Print Hub

Need a one-off print run? Skip the expensive print shops.

Printed professionally on our commercial-grade HP hardware. Local collection or delivery available.

Service	Size / Specification	Price Per Page
Black & White Printing	A4 Standard (Text)	£0.15
Colour Printing	A4 Light (Text & Logos)	£0.45
Colour Printing	A4 Heavy (Full Page / Photos)	£0.85
Custom Size Printing	A5 / A6 (Flyers, mini-invoices, menus)	£0.35
Document Scanning	A4 to Digital PDF (Includes file naming)	£0.20

On-Demand Digital Services

Hourly backup for when your workload spikes.

General Admin: Invoicing, inbox, and diary management — £25 to £30 / hour

Virtual Receptionist: Live call management — £25 to £35 / hour

Spreadsheet Architecture: Custom automated tracking sheets — £40 to £55 / hour

Have something else in mind? Let's talk and arrange a service that suits you!

Ready to get started?

Contact me to book a package or discuss a custom workflow for your business.

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