



## SERVICES AND PRICES FOR COMPANIES AND ENTREPRENEURS 2020

When you consult with us about the nature of assistance you need, we'll be happy to find the best solution for you whether it is hourly assistance, a weekly or monthly retainer contract, or a project-based arrangement.

### **Administrative support**

correspondence, e-mail handling, calendar management, proofreading, customer care, internet research, data entry, database building, Excel, word, Power Point and Publisher documents, English, French, German and Spanish. Events coordination. And much more....

### **Prepaid Administrative support single block of hours:**

3 Hours	255.-	CHF (+VAT)
5 Hours	420.-	CHF (+VAT)
8 Hours	650.-	CHF (+VAT)

The blocks should be used up over one month, and we're happy to assist at a 24-hour notice.

### **Prepaid Administrative support packages:**

10 hours good for three months: CHF 800.- (+VAT)  
20 hours good for four months: CHF 1'500.- (+VAT)  
30 hours good for twelve months: CHF 2'400 (+VAT)

Here, the minimum unit is one hour, and we ask for a 24-hour notice for any task.

**Other services: Coaching, Management, HR, Project Management, WIX, etc.**

**Prepaid Other services single block of hours:**

3 Hours	450.-	CHF (+VAT)
5 Hours	700.-	CHF (+VAT)
10 Hours	1'350.-	CHF (+VAT)

The blocks should be used up over one month, and we're happy to assist at a 24-hour notice.

**Jobs requiring specialized expertise (e.g. legal, financial, Business representation) or professional interpreting skills: based on the type of job CHF 150 to 300.- (+VAT) per hour. Please ask about your specific requirements.**

**Entrepreneur or Start-up package: CHF 4'000.-**

*10 hours Coaching, 10 hours administrative support (Commercial Registration, Notary if necessary, VAT, SUVA, OCAS, etc), email addresses, Website (WIX), one-month social media management. With this package you will be ready to start your business, taking care only of what your job is!*

***Note: official and third parties fees are not included  
(Notary, commercial register, etc.)***

Remember that the services listed here or in our website are not exhaustive. If you feel that your needs don't appear here, contact-me and I will be happy to fix a free appointment in order to understand your needs and find the best solution.