



**ADMIN AND CONSULTING
SERVICES. Ltd**

ES Admin & Consulting Services & Price Lists

Professional administrative, financial, and operational support for growing businesses without the cost of hiring a full-time employee. We help you stay organized, financially structured, and operationally efficient so you can focus on running and growing your business.

Foundation Package

\$750 / month

Best for: New or small businesses that need organization, financial tracking, and monthly support.

What's Included

- Invoice management and payment follow-up (Accounts Receivable)
- Expense tracking and vendor payment coordination (Accounts Payable)
- Transaction management (up to 20 transactions per month)
- Monthly financial summary and business organization

Support & Communication

- Email support
- One monthly check-in meeting
- Communication with accountant/bookkeeper if required

Growth Package (Most Popular)

\$1,150 / month

Best for: For growing businesses that need ongoing administrative, financial, and operational support.

Financial & Operations

- Accounts Receivable and Accounts Payable management
- Transaction management (up to 40 transactions per month)
- Vendor and supplier coordination and communication
- Document and digital file organization
- Basic process and workflow organization (SOPs & templates)
- Monthly reporting and business support

Support & Communication

- Two (2) meetings per month
- Email and WhatsApp support
- Client and supplier communication

❏ *SOP: Standard Operating Procedure — a document that provides step-by-step instructions to perform tasks consistently, safely, and efficiently.

Executive Operations Package

\$2,100 / month

Best for: For businesses that need operations management, administrative oversight, and consulting support.

Full-Service Operations

- Full Accounts Receivable and Accounts Payable management
- Transaction management (up to 80 transactions per month)
- Payroll coordination
- Office operations consulting and support
- Staff and administrative coordination
- Systems and workflow improvement
- Vendor and contractor management
- Monthly reporting and quarterly business review

Support & Availability

- Four (4) meetings per month
- Priority support
- Hybrid support (Remote + occasional on-site)

ES Package Comparison

A side-by-side overview of all three monthly service packages to help you choose the right fit for your business.

Services	Foundation	Growth	Executive
Accounts Receivable	✓	✓	✓
Accounts Payable	✓	✓	✓
Transactions	Up to 20	Up to 40	Up to 80
Monthly Report	✓	✓	✓
Vendor Coordination	—	✓	✓
Document Organization	—	✓	✓
Process & SOP Organization	—	✓	✓
Payroll Coordination	—	—	✓
Office Consulting	—	—	✓
Staff Coordination	—	—	✓
Meetings	1/month	2/month	4/month
Support	Email	Email + WhatsApp	Priority
On-Site Support	Add-on	Add-on	Included (limited)
Monthly Price	\$750	\$1,150	\$2,100

Hourly Services

Need support on a project or one-time basis? Our hourly services give you access to professional expertise without a monthly commitment.

Administrative Support

\$85 / hour

**Financial
Administration (A/R –
A/P)**

\$95 / hour

Office Consulting

\$120 / hour

On-site Office Support

\$110 / hour

Admin Training

\$90 / hour

ADD-ON SERVICES (OPTIONAL)

Enhance Your Package

Add-ons allow you to customize your monthly support as your business grows.

Recurring Add-Ons

- Payroll Processing – **\$350 / month**
- Extra 20 Transactions – **\$120**

One-Time Services

- Business Registration Assistance – **\$300**
- Startup & Business Setup – **\$1,200**
- Document Templates & Forms – **\$250**
- Branding (Letterhead, Forms, Basic Documents)
– **Price varies**

Project-Based

- Office Organization Project – **\$800 – \$1,500**

☐ Project-based pricing is confirmed after an initial consultation.

Branding Services

Professional branding materials to establish and elevate your business identity. Available as individual items or as a bundled package.

Branding Service	Price
Basic Logo	\$250
Business Cards Design	\$120
Letterhead Design	\$120
Invoice Template	\$150
Quote Template Design	\$150
Email Signature	\$80
Full Basic Branding Package	\$600
Canva Template Package	\$250

Branding Package – \$600

Everything you need to launch with a consistent, professional look:

- Logo
- Business card
- Letterhead
- Invoice template
- Email signature

Package Pricing at a Glance

Our monthly packages are designed to cost less than hiring a part-time employee while providing professional administrative, financial, and operational support.

Foundation

\$750 / month

For small businesses and entrepreneurs who need ongoing administrative and financial organization and monthly support.

- Up to 20 transactions
- 1 meeting/month
- Email support

Growth

\$1,150 / month

For growing businesses that need administrative, financial, and operational support to stay organized and operate efficiently.

- Up to 40 transactions
- 2 meetings/month
- Email + WhatsApp support

Executive

\$2,100 / month

For established businesses that need ongoing office management, operational support, and consulting.

- Up to 80 transactions
- 4 meetings/month
- Priority + Hybrid support

Let's Work Together

ES Admin and Consulting Services Ltd is here to help your business stay organized, efficient, and financially on track. Whether you're just starting out or scaling up, there's a package designed for your needs.

Monthly Business Support Packages

Starting at \$750 to \$2,100/month
Scalable support for every stage of your business.

Hourly Services

Flexible, on-demand expertise from \$85 to \$120/hour.

Add-On Services

Payroll, branding, setup, and more customize your support.

- ❑ Packages are billed monthly. One-time and project-based services are invoiced separately. Contact us to discuss which option is right for your business.

We work with business owners who need reliable administrative, financial, and operational support. Contact us today to discuss your business needs and find the right monthly support package.

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