Services Overview

Here's a sample of what types of services you can provide:

Technology Set Up

Computer purchasing, setup and backup
Selection and set up your client database using a CRM
Set up cloud based file sharing
Application training
Password management
Set up/training on screen sharing applications
Cell Phone purchasing, set up and training
Domain purchasing (url) and set up
Blog creation and web hosting
Email set up on all of your devices
Migration and set up for a new email platform (Office 365/Google for Business)
Set up/training on electronic signature platforms (Adobe Sign)

Marketing and Communications

Custom designed email signatures
Custom designed PowerPoint slide templates
Electronic letterhead, business card design
Auto-responder creation
Customer surveys
Add video and audio files to your websites
Create podcasts
Create, format and publish your newsletter
Format and upload blog posts
Set up and manage your social media pages and updates including Facebook, LinkedIn, Twitter and Instagram
Automate connections between social media accounts
Website review and critique for improvements
Set up a service to collect email addresses via text

Managing The Day to Day

Schedule and manage client appointments and your calendar
Set up automated appointment scheduling and link your calendar to your website
Screen/answer emails
Enter contacts and information and manage your client database
Travel plan assistance

Order supplies, equipment and business gifts
Post articles and special products and events to your blog and social media accounts
Client invoicing and follow up on outstanding invoices
Set up recurring payment transactions
Assistance with new client on-boarding
WordPress website updates
Creation/updating spreadsheets for tracking business metrics

Product Promotion and E-Commerce

Create electronic products for sale on your website
Set up sales pages on your website to sell your products
E-commerce shopping cart set up, payment set up using credit cards and/or PayPal/Stripe or Square
Create and set up affiliate (referral) marketing programs for your products
Send out email broadcasts to your customer database announcing/promoting your products
Event planning including promotion, invitations, accepting payments, catering, supplies, etc.
Webinar set up, support, promotion and training

Research

Find just the person, place or thing you're looking for whether it's a software solution, a hotel to host an event, or the latest technology