



Admin & Business Support

Every business relies on good administration, but it should not take over your time. Whether it's a backlog of inbox chaos, invoices that need chasing, or a diary that's got away from you, we step in and get it handled, remotely or on-site, for as little or as long as you need.

INBOX & DIARY

DATA & DOCUMENTS

ONGOING OR ONE-OFF

Business Process Mapping

Review and map administrative tasks before automation or system setup

PER PROJECT

From £175

Data Entry & Clean-Up

Spreadsheet or database data entry, formatting and clean-up

PER HOUR

£30

Document Formatting

Formatting letters, proposals, reports, PDFs and business documents

PER DOCUMENT

From £35

Inbox & Diary Management

Email organisation, calendar management, reminders and basic administration

PER MONTH

From £150

On-Site Full-Day Administrative Support

Professional on-site administrative support for a full working day

PER DAY

£225

On-Site Full-Day Administrative Support - Saturday

Professional on-site administrative support for a full working day on Saturday

PER DAY

£250

On-Site Full-Day Administrative Support - Sunday / Bank Holiday

Premium-rate on-site administrative support for a full working day on Sunday/Bank Holiday

PER DAY

£480

On-Site Hourly Administrative Support

Professional on-site administrative support charged by the hour

PER HOUR

£30

On-Site Hourly Administrative Support - Saturday

Professional on-site administrative support charged by the hour on Saturday

PER HOUR

£35

On-Site Hourly Administrative Support - Sunday / Bank Holiday

Premium-rate on-site administrative support charged by the hour on Sunday/Bank Holiday

PER HOUR

£60

Remote Full-Day Administrative Support

Professional remote administrative support for a full working day

PER DAY

£175

Remote Full-Day Administrative Support - Saturday

Professional remote administrative support for a full working day on Saturday

PER DAY

£220

Remote Full-Day Administrative Support - Sunday / Bank Holiday

Premium-rate remote administrative support for a full working day on Sunday/Bank Holiday

PER DAY

£400

Remote Hourly Administrative Support

Professional remote administrative support charged by the hour

PER HOUR

£25

Remote Hourly Administrative Support - Saturday

Professional remote administrative support charged by the hour on Saturday

PER HOUR

£30

Remote Hourly Administrative Support - Sunday / Bank Holiday

Premium-rate remote administrative support charged by the hour on Sunday/Bank Holiday

PER HOUR

£50