



MC

HELLO HAPA

your remote partner that manages your basic business needs

caution: you might not be able to live without me

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**I JUST LAID OFF A BUNCH
OF MY TEAM, BUT STILL
NEED HELP!**

CAN YOU ANSWER **YES TO ANY
OF THESE STATEMENTS?**

//

**I NEED HELP,
BUT I DO NOT HAVE
ENOUGH WORK FOR A
FULL-TIME EMPLOYEE.**

CAN YOU ANSWER **YES TO ANY
OF THESE STATEMENTS?**

II

**I DO NOT HAVE ENOUGH CASH
TO HIRE FULL-TIME SUPPORT
BUT I NEED IT TO EARN MORE
SO I CAN INVEST IN MY TEAM.**

CAN YOU ANSWER **YES TO ANY
OF THESE STATEMENTS?**



II

**I WORK WITH MY FAMILY
AND I DO NOT WANT TO
WORK WITH OR MANAGE
THEM ANYMORE.**

CAN YOU ANSWER **YES TO ANY
OF THESE STATEMENTS?**





in basic terms,

I GET SH*T DONE

i offer business services to simplify your life at work. i will become not just your virtual assistant, but your remote business partner as i will improve your overall work performance by managing those day-to-day tasks.

THE BEST TEAM WINS

top 4 reasons why this service is a good idea



SAVE MONEY

you won't spend as much time or money with us compared to a full-time executive assistant



INCREASE YOUR ROI

you will be able to dedicate your time on higher-valued tasks while we support you



WORK/LIFE BALANCE

even though you probably will anyways, you don't have to spend 12 hours in the office



BETTER MORALE

less stress promotes a better work environment, and more smiles!

i have generated a
program with
thoughtfulness and, *most*
importantly, experience.

i have executive support,
project management,
operations and design
experience from various
industries: hospitality,
professional sports, food and
beverage, cpg and more!

my core values will make the
best support for every boss,
and constantly challenge them
to be better every day.

WHY ME?

AUTHENTIC

no scripts or robots
here

PROACTIVE

because reactiveness
just causes everyone
stress

CARE

caring for people so
they will be their
best

TEAM

when we help others
win, we win too

SIMPLE

turning stress into
simple and beautiful
work

CONSISTENT

rely on high quality
work performance every
time

HOW IT WORKS

to keep things basic, our program has three simple components:

1 ONBOARDING

2 THE BASICS

3 ADD-ONS
**optional*

HOW IT WORKS



1

ONBOARDING

- execute confidentiality agreement
- complete boss personality quiz, with support recommendations
- integrate and optimize systems
- exchange contact information as you will need to communicate to support each other

HOW IT WORKS



2

THE BASICS

- scheduling assistant
- travel coordination
- password management
- organized and secured cloud-based drive
- am & pm task list reminders

BYO PROGRAM

* = counts as 2 options

select up to 5 options



SOCIAL MEDIA MANAGEMENT

- setup automated posting on up to 3 platforms
- create content calendar
- screen messages and delegate action items
- standardize operations



WEBSITE MAINTENANCE

- recurring quality checks
- upload any updates



PURCHASING

- recurring quality checks
- upload any updates



DATA ANALYTICS

- provide weekly report for online platforms
- summarize and highlight key information
- build 2-5 reports



DOCUMENT SOPs

- build and document standard sops



REMOTE PERSONAL ERRANDS



INVOICING



INBOUND SALES*

- streamline inquiries, screen, and delegate



MEETING MANAGEMENT

- manage tasks from meetings by standardizing tools
 - agendas
 - meeting minutes
 - action item status reports



PRESENTATION DEVELOPMENT



MEETING PLANNING*

- strategically plan events (30 attendees max)



PEOPLE*

- process payroll
- create training documents



EMAIL ORGANIZATION*

PRICING

no time limits or credits in this partnership!
please inquire if you would like to create your own custom program



onboarding

\$499

one-time fee

fee waived after 6-month commitment



the basics

3 months	$\$5,000 \times 3$
6 months	$\$4,750 \times 6$ (save \$1,500)
1 year	$\$4,500 \times 12$ (save \$6,000)



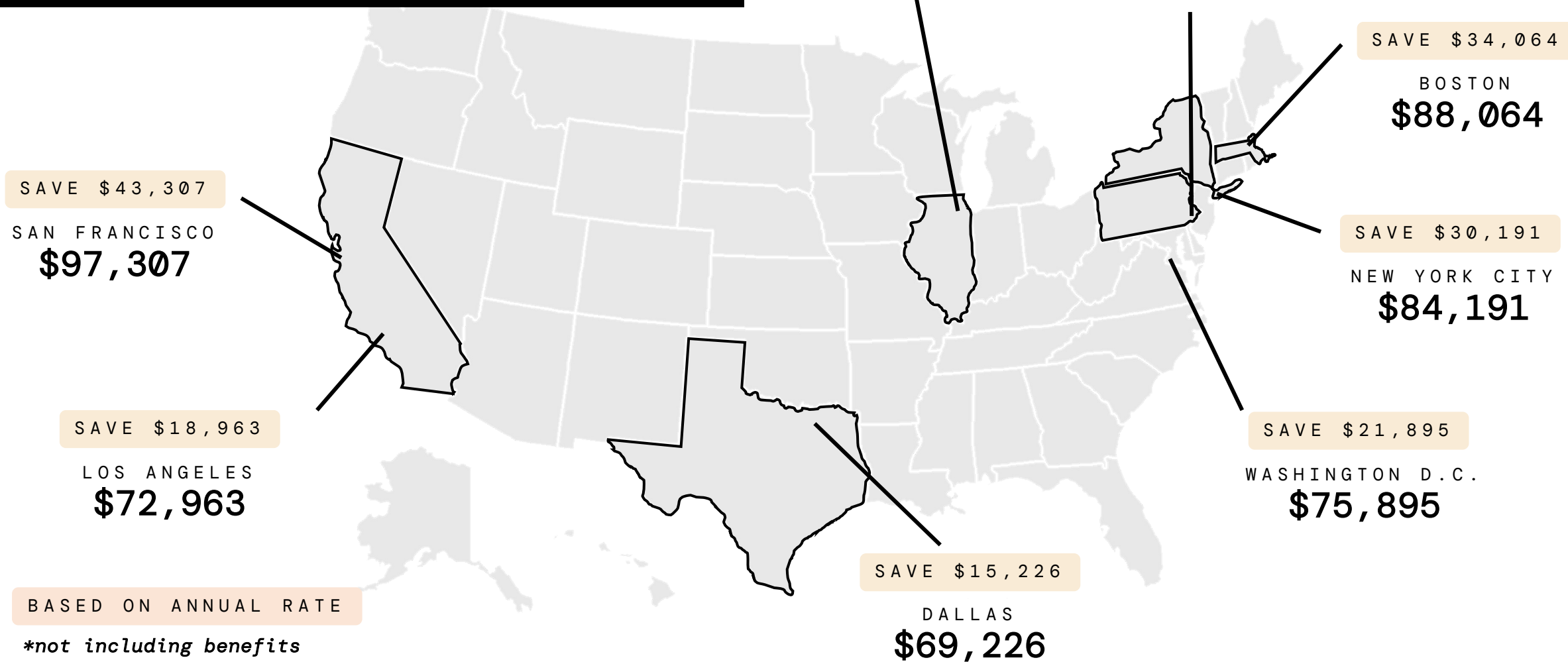
add-ons

\$750

per add-on

**optional*

AVERAGE EXECUTIVE ASSISTANT SALARIES IN MAJOR CITIES





BASICALLY,

you will save tons of money,

you will look good,

you will improve your productivity,

& you will be taken care of

A stylized, handwritten signature in black ink, consisting of three large, flowing, interconnected loops.

THANK YOU

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