



PRICE LIST & PACKAGES

Tailored support to help your business run smoothly, so you can focus on what matters.

MONTHLY SUPPORT PACKAGES



ESSENTIALS PACKAGE

£150
PER MONTH

UP TO 5 HOURS OF SUPPORT

- ♥ Email and diary management
- ♥ Appointment scheduling
- ♥ General administrative tasks
- ♥ Priority email support

ADDITIONAL HOURS:
£30 per hour



PROFESSIONAL PACKAGE

£290
PER MONTH

UP TO 10 HOURS OF SUPPORT

Everything in Essentials Package, plus:

- ♥ Customer support
- ♥ Invoice administration
- ♥ Document creation
- ♥ Business support tasks
- ♥ Monthly progress check-in

ADDITIONAL HOURS:
£28 per hour



PREMIUM PACKAGE

£560
PER MONTH

UP TO 20 HOURS OF SUPPORT

Everything in Professional Package, plus:

- ♥ Marketing support
- ♥ Event & travel administration
- ♥ Priority turnaround
- ♥ Dedicated monthly planning session

ADDITIONAL HOURS:
£26 per hour

ONE-OFF SERVICES

Perfect for businesses
needing occasional support.



HOURLY RATE
£30 per hour



HALF DAY (4 HOURS)
£115

ADD-ON SERVICES



Urgent same-day requests
+£10 per hour



Evening or weekend support
(subject to availability)
+£10 per hour



Additional hours on
any package
£26–£30 per hour

INCLUDED WITH EVERY PACKAGE

- ✓ Free initial consultation
- ✓ Flexible, tailored support
- ✓ Confidential and professional service
- ✓ Regular communication and updates



chloesadminstudio@gmail.com



@chloesadminstudio

Let's work together ♥