STONE BUSINESS CONSULTANCY- PACKAGE INFO SHEET

Hands-On Business Support Package Info Sheet

Overview- Our Hands-On Business Support Package provides businesses with practical, reliable, and efficient back-end administration and virtual assistance support designed to keep day-to-day operations running smoothly. We work alongside business owners to streamline processes, reduce administrative workload, and improve operational efficiency so they can focus on growing and managing their business with confidence.
From general administration and organisational support to fully outsourced business administration solutions, this package is designed to provide flexible, tailored assistance that adapts to the needs of your business while reducing stress and improving productivity behind the scenes.

Who this package is for-

- Sole traders needing reliable administrative support
- Small businesses wanting to improve operational efficiency
- Growing businesses needing assistance managing day-to-day tasks
- Businesses wanting outsourced administration support without hiring internally
- Organisations needing support with business systems and processes
- Business owners wanting more time to focus on growth and operations

What's Included-

- Initial 50 minute Business Support advisory session
- Review of current administration systems and operational processes
- Tailored recommendations to improve business efficiency and workflow
- Monthly one-on-one 50 minute strategy and support session
- Assistance with business administration and organisational tasks
- Support with document management and operational processes
- Guidance regarding workflow improvements and business organisation
- Assistance coordinating back-end administrative functions
- Email/phone support between sessions as agreed to by the client
- Ongoing support to improve efficiency, organisation, and operational systems
- Outsourced business administration support without hiring an internal administration team — we handle all of this for you

Monthly Structure- Each month includes a 50-minute strategy and support session focused on reviewing operational priorities, administration systems, workflow improvements, and business organisation. During this time, tasks can be delegated to SBC, including administrative support tasks, process improvements, document preparation, business coordination, workflow management, and other agreed operational support services as per our service agreement with you.

Key Outcomes-

- Improved business organisation and operational efficiency
- Reduced stress managing day-to-day administration tasks
- Stronger business systems and workflow processes
- More time to focus on business growth and customer service
- Better structure and consistency across back-end operations
- Practical outsourced administration support tailored to your business

Why this Package works- This package combines strategic operational guidance with practical administrative support, allowing businesses to access flexible back-end assistance without the cost of employing an internal administration team. We provide tailored support that grows alongside your business and helps create smoother, more sustainable operational systems.
Upon request, we can act as your outsourced administration support partner and manage many of the day-to-day back-office tasks that often take valuable time away from running and growing your business.

Investment- Casual advisory sessions and ongoing outsourced Business Administration support packages are available.
• Pricing starts from $88 per 50 minute session for flexible, ad-hoc support
• Outsourced Business Administration Packages start from $220 per month and include a monthly meeting
Pricing may vary depending on business size, operational requirements, and the level of administrative support required. A tailored recommendation will be provided following an initial consultation.