



# Services List

WHAT TASKS CAN WE DO FOR YOU?

## Administrative

Data Entry  
Basic Reporting  
Meeting Minutes  
File Management  
Database Building  
Research

## Social Media

- Account Setup
- Post Scheduling
- Add Branding
- Photo Touchups
- Basic Graphic Design
- Graphic Templates
- Suggest Content

## Marketing

- Email Newsletters
- Blog Management
- Light Website Edits

## Customer Service

- Email Inbox Management
- Customer Follow-up/Support
- CRM Management
- Client Onboarding
- Paperwork Organization
- Scheduling & Calendar Maintenance

## Specialty Services

- Content Creation
- Blog Writing
- Email Marketing Drips
- Landing Page Creation
- Sales Calls & Messaging
- Marketing Flyers
- Campaign Creation

Don't see a service? We handle a wide range, and this is just a starting point.  
Talk to us and we're happy to talk about what you need!