InboundBack OFFICE

TIME ESTIMATES
Administrative Assistance

CALENDAR MANAGEMENT
15 minutes - 2+ hours a day

CORRESPONDENCE
5 minutes - 2+ hours a day

INBOX MANAGEMENT
5 minutes - 4+ hours a day

SCHEDULING MEETINGS
5 minutes - 2+ hours a day

TRAVEL ARRANGEMENTS
15 minutes - 1 hours

REPORT COMPLETION
5 minutes - 10+ hours

BILLING AND COLLECTIONS
15 minutes - 2+ hours a day

CONTRACT EDITING/REPORTING
5 minutes - 30 minutes

AUTOMATION OF OPERATIONS
15 minutes - 10+ hours

RESEARCH
Time is based on project scope and budget

MICROSOFT OFFICE TASKS (WORD, EXCEL, ETC.)
Time is based on project scope and budget

DATA ORGANIZATION/CLEAN UP
30 minutes - 10+ hours

MEETING MINUTES
5 minutes - 2+ hours

This is only an estimate. Time could change based on the scope of the project. Should any task go over the estimated time you will be notified before that happens.

InboundBack OFFICE

TIME ESTIMATES
Administrative Assistance

TRANSCRIPTION
15 minutes - 2+ hours

SPREADSHEET DATA MANIPULATION
5 minutes - 4+ hours

FILING SYSTEM - SETTING UP AND MAINTAINING
5 minutes - 2+ hours

SCHEDULING MEETINGS
5 minutes - 2+ hours a day

GOOGLE DRIVE FEATURES
5 minutes - 2+ hours

ACTING A POINT OF CONTACT
5 minutes - 8 hours a day

DOCUMENT PREP FOR MEETINGS
5 minutes - 1+ hours

PROBLEM-SOLVING
Time is based on project scope and budget

CONTACT FOLLOW-UP
5 minutes - 4+ hours a day

SCHEDULING AND SET UP FOR MEETINGS/WEBINARS
5 minutes - 1 hour

EVENT PLANNING ASSISTANCE
15 minutes - 10+ hours

VARIOUS ADMIN TASKS
Time is based on project scope and budget

All Admin tasks are workable around your budget and needs

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