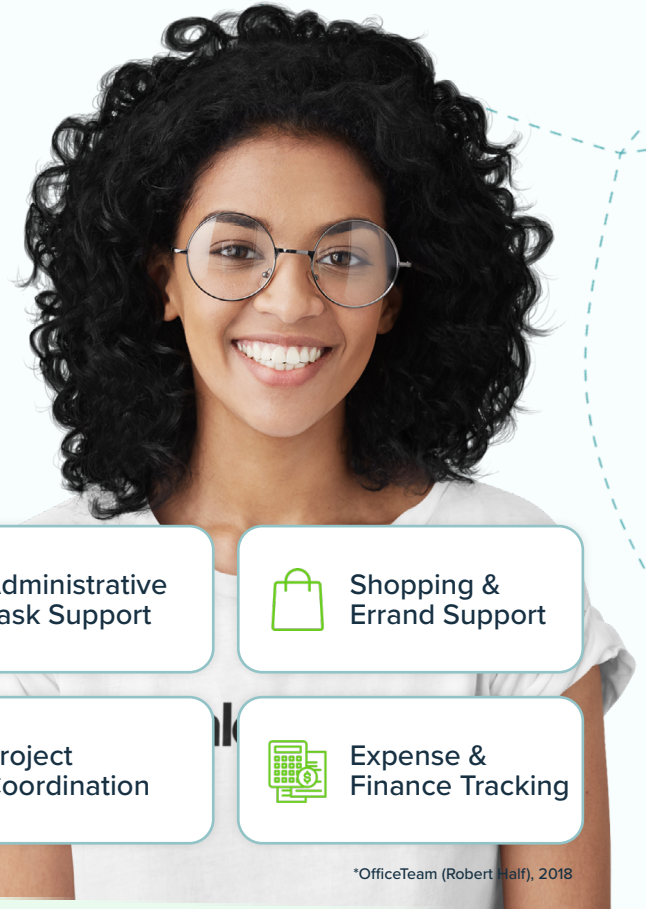


Buy Back Your Time With An **Expert** **Executive Assistant**

Match with a top-tier assistant and reclaim 5+ hours a week to focus on scaling your business.*



Calendar & Meeting Coordination



Inbox Management



Administrative Task Support



Shopping & Errand Support



Personal Task Management



Travel & Accommodation Booking



Project Coordination



Expense & Finance Tracking

*OfficeTeam (Robert Half), 2018

Outsourcing **Unlocks** Your Business Potential

It's the key to moving from overwhelmed and stuck, to focused and energized.

Without An Assistant:

- ✗ Endless to-do list
- ✗ Missed goals & deadlines
- ✗ Unread inbox chaos
- ✗ Disorganized meetings
- ✗ Overworked & unfocused

With An Assistant:

- ✓ To-do list checked off daily
- ✓ Projects delivered on time
- ✓ Inbox organized & under control
- ✓ Meetings scheduled & streamlined
- ✓ Stress-Free & dialed-in

Trusted By Over 750 Top Brands & Counting...

BABE
LASH

TRUE CLASSIC

BYLT

simplehuman

SAMBAZON

(MALIN+GOETZ)

LIQUIDIV

PATRICK TA

corepower
YOGA

BEYOND MEAT



Danielle T.
Executive Assistant



Expertise

Inbox Management
Calendar Management
Meeting Coordination

Matching You With The Perfect Agent

1. Skill Review & Testing

Executive Assistants must pass two live video interviews, as well as score an A- or above on our written, oral, and skills tests. They must also pass our intensive 2-week Onboarding Training to ensure they are well-prepared to support a wide variety of administrative tasks.

2. Brand Personality Fit

Your team will fill out our Onboarding Sheet outlining the specific skills & personality traits you are looking for in your new Executive Assistant.

3. Assistant Selection

Our Recruitment Team will match you with the a specific Executive Assistant and share their introductory video, where they'll explain why they're the best fit for you and express their excitement about working together.

Simple, Transparent Pricing. No Contracts. No Surprises.

✓ No Long Term Contracts

✓ 30 Day Money-back Guarantee

Getting Started

\$16 / Hour

- ✓ Per Assistant
- ✓ Month to Month
- ✓ 20 - 29 hours/week
- ✓ Dedicated & Trained Assistant
- ✓ Quality Assurance Team
- ✓ One Time \$500 Staffing Fee Per Assistant

Essential Plan

\$15 / Hour

- ✓ Per Assistant
- ✓ Month to Month
- ✓ 30 - 39 hours/week
- ✓ Dedicated & Trained Assistant
- ✓ Quality Assurance Team
- ✓ One Time \$500 Staffing Fee Per Assistant

Professional Plan

Most Popular

\$14 / Hour

- ✓ For 1-9 Assistants
- ✓ Month to Month
- ✓ 40 hours/week
- ✓ Dedicated & Trained Assistant
- ✓ Quality Assurance Team
- ✓ One Time \$500 Staffing Fee Per Assistant

Advanced Plan

\$12 / Hour

- ✓ For 10-24 Assistants
- ✓ Month to Month
- ✓ 40 hours/week
- ✓ Dedicated & Trained Assistant
- ✓ Quality Assurance Team
- ✓ One Time \$500 Staffing Fee Per Assistant

Enterprise Plan

\$10 / Hour

- ✓ For 25+ Assistants
- ✓ Month to Month
- ✓ 40 hours/week
- ✓ Dedicated & Trained Assistant
- ✓ Quality Assurance Team
- ✓ One Time \$500 Staffing Fee Per Assistant

Delegate and achieve more with a dedicated Executive Assistant!

[Schedule Demo](#)