

- **Standard Hourly Rate:**

If a client doesn't choose one of the basic monthly rates, they will be billed hourly for work completed.

- **Block Hours - Basic Monthly:**

This is a standard monthly rate that provides clients with 8 hours of services each month at a reduced hourly rate.

- **Block Hours - Standard Monthly:**

This is a standard monthly rate that provides clients with 16 hours of services each month at a reduced hourly rate. Bi-monthly email updates during the time work is being completed depending on project.

- **Block Hours - Elite Monthly:**

This is a standard monthly rate that provides clients with 32 hours of services each month at a reduced hourly rate. Weekly email updates during the time work is being completed depending on project.

- **Block Hours - Premier Monthly:**

This is a standard monthly rate that provides clients with 40 hours of services each month at a reduced hourly rate. Weekly email updates during the time work is being completed depending on project.

- **Specialty Projects:**

These will be billed on a flat fee. Specialty projects include, but are not limited to, the following:

- ⇒ Basic Website Creation;
- ⇒ Social Media Creations;
- ⇒ Initial marketing materials;
- ⇒ New Business Formation;
- ⇒ Program Trainings
 - ◇ Microsoft Office
 - ◇ QuickBooks

PLACE
STAMP
HERE

BOS' Optimal Solutions
CeCelia Bos
N3908 Cummings Rd
Hortonville WI 54944

When the Boss needs help;
They ask this "BOS"



Executive Virtual
Assistance
&
Executive On-site
Assistance

*BOS' Optimal
Solutions*

(920) 428-4778
imthe1bos@gmail.com

*REDUCE YOUR WORKLOAD
AND
INCREASE YOUR PROFITS!*



it's time
to stop trying to do
everything yourself and
get the help that you
need and deserve!

Knowing what an Executive Virtual Assistant can do for you is half the battle.

What We Do

QuickBooks

- Daily bookkeeping
- Monthly Review/Reconciliations
- Training

Document Preparation and Review

- Lease Agreements
- Employee Manuals
- Standardized Policies & Procedures
- Training Manuals
- Mail Merge Projects
- PowerPoint Presentations
- Meeting Minutes
- Company Specific Proposals

New Business Formations
Customer Database management
Marketing Materials
Marketing Campaigns
Website Design
Business Plans
Business Yearly/Monthly Budgets



Is this YOU?
REDUCE YOUR WORKLOAD & INCREASE YOUR PROFITS!

Benefits of an Executive Virtual Assistant:

- * EVAs only bill you for the time they work for you instead of a “salary”.
- * EVAs pay their own taxes and benefits.
- * EVAs are more committed to their quality of their work because they derive their income from being very productive and delivering value to their client.
- * EVAs use his/her own office space and equipment.
- * EVAs are available when you need them (within reason of course).
- * EVAs can provide easy to follow policies and procedures for businesses.
- * EVAs can remove the unwanted and mundane tasks from your plate.

Contact Us

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They ask this BOS!*

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Visit us on the web:
www.bosoptimalsolutions.com