



Ambitiously Unique Administrative Assistant Team

Plan of Solutions on Revamping Your Business

New Google Search

- Website
- Domain
- What's App
- Yelp App
- Angie's List
- BBB Accredited
- New Business Email
- Facebook Business Page
- Google Maps
- LinkedIn (Google Search purpose)
- Indeed (Google Search purpose)

Vision of Sight/Promotion/Advertising

- LOGO
- Digital Flyers
- Digital Card
- Video/Ads
- New Google Photos
- Business Car Magnets w LOGO
- 4 Uniforms w LOGO
- Business Stamp
- Physical Business Cards w LOGO
- Hiring Flyer w LOGO
- Website (promoting purpose)

In-House Strategy

- An Account sheet with accounts and passwords
- Employee and Clients Forms
- Business Consulting
- Plan of Operation for Staff/New Hires/Clients
- HR and Administrative Assistant Start-up
- HR and Administrative Assistant Training
- HR and Administrative Assistant Hiring
- List on Indeed (hiring purpose)
- List on LinkedIn (hiring purpose)



Ambitiously Unique Administrative Assistant Team

Projective/ The Goals/ The Plan of Action

Projective – Ambitiously Unique Administrative Assistant Team projective is to create a better, brighter, and bigger version of your business. By showing the strong points, their reaching out and caring ability. Showing and marketing the skills of dedication and determination of the genuine enrichment of the business that is instilled in the management team, staff and in-house of the business.

The Goal – Ambitiously Unique Administrative Assistant Team goal for the business is to create a gentle curiosity in the public of eagerness to see and learn more. Creating a business haven that leaves a good vibe and feeling just by hearing the business name or seeing the business Logo. A place of business where clients, customers, and staff can see themselves being a part of for many years to come.

The Plan of Action - Ambitiously Unique Administrative Assistant Team plan of Action for your business is to create an...

- **Website - Domain** – The website will pop up whenever someone googles your business domain or name, your website will also be used as a tool to direct distant public traffic straight to the site for appointments, meetings, sales, products, promotions, events, classes and so much more. The website is to help your business build character and allow the public to see the special and unique things your business has to offer.
- **LOGO** – The LOGO will be the brand of your business, it will be used and featured on and in everything. This LOGO is to brand the name into the thoughts even if they cannot say the name of the business, they will know it by brand when seen as well.
- **Facebook** – This social media site will help bring viewers through family, friends, staff, customers, and clients. By sharing the new exciting things added, learned, gained, and upcoming events or classes. This platform will help everyone experience the joy of it all.
- **Email** – Your email address will be connected to everything and all things. Your Business Email Address will be created and will act as another way for potential clients / customers to contact your business. It will be featured on everything site, card, flyer, documents, and anything else that is associated with your business.
- **What's App – Yelp App – Angie's List** – These sites will allow your viewers to locate you faster, while drawing and bringing in new clients. They will also be used as other popular apps to pop up in the google search to help ease advertising business.
- **BBB Accredited** – Being BBB Accredited helps clients, customers, and viewers to see that your business has something worth standing on, and that you stand by what you stand for and on, just by having the BBB brand alone side your brand helps in major ways.
- **Digital Flyers – Digital Cards** – These digital Flyers and cards will help your business stick and stand out. They will be posted on your website, video/ads, social media site, business search link sites and anywhere you see your business platform. The digital movement effects, colors, photos, and code description bar they have will help them to stand out.

- **Business Stamp** - Your Business Stamp will have your name and business name on it and can be used as your signature stamp of approval. You can also have your staff use it when you are out of the office. If it has the person's initials by the stamp showing who authorized your permission of approval. (Never use stamps on legal documents always hand sign them yourself.)
- **Car Magnets** – Your Car Magnets Will have your LOGO, business name, and business number on them. Your business car magnets are used as another form of advertising for your business. It helps you to advertise without even advertising, and the magnetic material helps you to take it on and off whenever you feel like it. You can also allow your staff to use them to advertise in a different location for extended clients and customers.
- **Physical Business Cards** – Your Physical Business Cards will be for you to hand out personally and will feature your business LOGO and information. It is also a remarkable thing to have them located in the actual place of business.
- **Photos – Videos – Ads** – New pictures and videos along with ads of your business will be posted on every site that is in connection or link with your business. These pictures and videos will give a new brighter look to the business, a look that makes people want to check it out or just follow along for a while, while they make their decision to shop. This gives potential clients/customers a chance to see and get a feel for the environment without being there.
- **Staff and Clients Forms and Documents** – These forms are drawn up around your business needs. They are only forms and documents in the form of proper business for your business, staff, and clients, no legal documents of any kind. These forms can come with your LOGO, business name, email, and phone number if you like.
- **Business Consulting** – This business consulting comes with in-house plan of operation, streamline operation, ROI, business strategy, marketing plan, consistent communication about project, training/coaching staff on new system.
- **Plan of Operation** – To produce a system that works for the owner, the business, the staff, and the clients/customers, to enhance the business flow and keep it up to part. Making sure the staff is happy and eager to do their job by spreading happy vibes, educational experience of the job and business for the betterment of the business overall.
- **Handling of HR and Administrative Process** – We set everything up and get the ball rolling on all platform accounts, software, and in-house system. Place it into a filing system that works for the person responsible for HR and/ or the administrative position.
- **Accounts/Passwords Sheet** – We create an account sheet with the passwords of all the accounts that where open by Ambitiously Unique Administrative Assistant Team with your permission so that you do not lose access to your own business accounts. The passwords can be changed and are authorized by Ambitiously Unique Administrative Assistant Team to be changed to where the owner, HR, and or Administrative have the passwords. This information should always be kept safe and away from other hands. This information controls what gets placed on your internet accounts and can make it break a business depending on the hands it falls into.
- **HR Information - Administrative Training** – This comes with showing and teaching a certain staff member who is fit for the position how to handle the business filing system, and become more sufficient with checking and sending emails, proper messaging skills, how to set and cancel appointments, recruiting, demoting, and releasing also how to work and control the website and social media sites.
- **Indeed – LinkedIn** - We enroll your business with these two companies, this is how we help our clients find exactly what they are looking for when it comes to hiring the right staff for their business.



Ambitiously Unique Administrative Assistant Team

The Development and Deliverance of Plan

Basic 1st Quarter | **Standard** 2nd Quarter | **Bonus** 3rd Quarter | **Deluxe** 4th Quarter

AUAAT Fixed BSBD plan for your Business

Basic 1st Quarter (week 1) {Sun.-Fri.}

- Website
- LOGO
- Domain
- Photos
- Google Maps & Search
- Business Email Address
- BBB Accredited

Standard 2nd Quarter (week 2) {Sun.-Fri.}

- Yelp App
- Facebook
- What's App
- Angie's List
- Digital Flyers
- Digital Cards
- Video/Ads

Bonus 3rd Quarter (week 3) {Sun.-Fri.}

- Car Magnets w/LOGO
- Physical Cards w/LOGO
- Business Stamp
- Company Uniforms w/LOGO
- Business Forms
- Account/Password Form
- Video/Ads

Deluxe 4th Quarter (week 4) {Sun.-Fri.}

- Business Consulting
- Plan of Operations for In-House & Clients
- HR & Administrative Assistant Start-Up
- HR & Administrative Assistant Hiring
- HR & Administrative Assistant Training
- List on Indeed
- List on LinkedIn



Ambitiously Unique Administrative Assistant Team

Details on Offers, Add-Ons, Deals, & Price that are all Included in Plan

Detailed Offers

Ambitiously Unique Administrative Assistant Team will help build an in-house system that is functional but consecutive, created into a weekly routine that the management, staff, and customers can all be a part of, preparing a sufficient and educational daily schedule to help with structure, routine, time, schedule, and organizing. Activities that make running a business, going to work, or being a client or customer worth the effort. This makes the clients and customers intrigued about when certain activities take place, learning the day, month, and time it may fall on. These strategies exercise the eagerness in feeling or being a part of business growth and history. Giving people something to hold on to allows your business to receive something in return. We all look forward to things that make us want to learn more about them. These projects come in the form of sales, weekly menu specials, extraordinary events, giveaways, discounts, promotions, a percentage of the price off sale, educational games w/ items included, appreciation staff/ client/ customer day, regular meetings with staff on how to communicate as a team. People love it when things are together on one accord and more than that they love when they can be a part of it all. AUAAT helps to assign the staff in the field they have strengths in, we do not change their positions, we just help them to power up their skills with fresh ideas and a little more work to help stay organized on a routine system. This all falls under the Business Consulting Tool.

Add-Ons

Ambitiously Unique Administrative Assistant Team will provide a free brand-new tablet that has all the accounts that we created for you. The tablet can be used by the HR and administrative assistant to keep a handle on things at the office and away from the office when it comes to emails, appointments, updating the website and social media.

Deals

Ambitiously Unique Administrative Assistant Team is a one stop shop making our prices lower than our competitors', while at the same time placing us in a league of our own, which makes us competition free.

- LOGO Competitors prices.....\$250.00 - \$1500.00
- Website Competitors prices\$350.00 - \$1000.00
- Video/Ads Competitors prices\$150.00 - \$5000.00
- Digital Flyers Competitors prices\$25.00 - \$200.00
- Digital Cards Competitors prices\$25.00 - \$100.00
- Car Magnets Competitors prices\$50.00 - \$150.00
- Phys. Cards Competitors prices\$10.00 - \$50.00
- Business Consulting Competitors prices\$500.00 - (+)
- Streamline Operation..... Competitors prices\$5000.00 - (+)
- Administrative work Competitors price\$1500.00 - (+)

AUAAT Price for One Month of Service Offered

- 4 wks./1 monthFull Price.....**\$8,000.00**

Pay Bi-Weekly or Weekly Payments

- 2wks./ 1 monthHalf /Half.....\$4000.00
- 1wk. / 1monthWeekly.....\$2000.00



Ambitiously Unique Administrative Assistant Team

The Quantity Projective

Quantity Count

- **(1) - Website** (designed around client's vision)
- **(1) - Business Email** (using business name)
- **(1) - Domain** (designed around client's vision)
- **(1) - LOGO** (designed around client's vision)
- **(3) – Digital Flyers** (client choice of information)
- **(1)– Digital Business Cards** (w/QR code)
- **(5) – Promotional Marketing Videos** (45sec. - 60sec.)
- **(5) – Promotional Marketing Ads** (15sec. - 30sec.)
- **(4) – Business Uniform** (shirt and hats only)
- **(1) – Business Stamp** (clients name and information)
- **(4) – Car Magnets** (logo, business name and number)
- **(1) - Recruiting/Hiring Flyer** (based on client needs)
- **(100) - Paper Stock Business Cards** (logo, business name, owner's name, business number, email, and more)
- **(20) - Business Form** (created around client's business needs)
- **(20) - Hours of Business Consulting** (during standard business hrs. only in the form of remote & online meetings)
- **(5) - Hours of Website Training** (during standard business hours only in the form of remote & online meetings)
- **(5) - Hours of HR & Administrative Assistant Training** (the basic information that is needed for the company)
- **(1) - Business Tablet** (installed w/ only your business information and accounts)
- **(1) - Social Media Platform** (uploaded with your videos, ads, flyers, cards, and website connection)
- **(5) - Social Business Sites** (uploaded with your business information, videos, ads, flyers, cards, and website)
- **(1) - Business Listing on Google maps** (helps clients and customers find your place of business)

Ambitiously Unique Administrative Assistant Team ask that you read over this remarkable offer of Revamping your business to make sure that this is the right project plan for your business. To qualify for this plan, you must already have a business up and running, the condition of the business does not matter. However, we would like all our clients to schedule a 1-hour business consultation meeting to speak with one of our team members to make sure you are getting the best service options for your business. To purchase this plan, you must pay the online deposit on the shop page and complete the application portion to begin the process. Instructions and guidance will be provided during your scheduled 1-hour business consultation meeting. All plans come with a contract, business agreement and release forms that comes in the application packet, our team of staff assist with the application process. This includes setting up a payment plan if one is needed, scheduling the first meeting, where we will start progressing the project into action.

