

TIME CREATOR ADMINISTRATIVE SOLUTIONS

SERVICES



GUIDE

WWW.PAMWALROD.COM



Welcome!



Hiii! I'm Pam

FOUNDER OF
TIME CREATOR
ADMINISTRATIVE SOLUTIONS

Pam Walrod, Founder of **Time Creator Administrative Solutions** here. Are you ready to get some of those tasks off your plate and focus on business expansion and growth? I can help with that.

Time Creator Administrative Solutions is an administrative assistant services company, built to serve YOU. I believe in the super power of working “behind the scenes” creating more time in your day one task at a time.

I am an ex-corporate gal of over 30 years. Since my first job over 35 years ago, I've always been the “go to gal” for business organization, tech questions and administrative “behind the scenes” services. In my corporate career, I have been an executive assistant to CEOs, COOs, directors, and managers as well as have been in marketing, community relations, and public relations roles.

I am here to help you “get the work done.” As a business owner, your main responsibility is to focus on building your business and creating the business of your dreams. I can provide the technical work to make that happen easier for you. Let's get your business running like clockwork because time is an asset you don't want to waste.

Check out my services in the next few pages. I can't wait to chat with you!

Pam



Services Offered

INBOX MANAGEMENT

Reading, writing, and sending emails, creating folders, creating filters to keep you organized; Custom email signature design

FILE MANAGEMENT

Organizing your digital files and setting up a folder and file naming system for easy access to streamline your workflow

CUSTOMER SERVICE & CRM MANAGEMENT

Providing professional and friendly support and management systems to keep your customers happy and loyal

CALENDAR & SCHEDULING

Managing your appointments and meetings efficiently to maximize your productivity and making it easy for clients and customers to schedule with you

EMAIL NEWSLETTERS

Creating eye-catching, value packed newsletters that are branded to your business

COMMUNITY MANAGEMENT

Engaging with your audience to ensure your members are receiving valuable resources and their questions are answered quickly

CREATING EBOOKS, DOWNLOADS & COURSE MATERIALS

Developing valuable informational documents for your audience that have professional and branded designs

WEBSITE MANAGEMENT

Keeping your website fresh and functional, from landing pages, opt in forms, and workflows to sales funnels that convert

AUTOMATION

Helping you streamline repetitive tasks to help you save time and energy

PREPARING SLIDESHOWS & PRESENTATIONS

Creating engaging and professionally branded slides for your webinars or presentations



Services Offered

CREATING REPORTS

Developing reports to track and manage various aspects of your business

SOP CREATION

Reviewing and documenting your processes and developing SOPs that provide a step-by-step process for consistency and efficiency

RESEARCH

Research on topics for business analysis, your blog, newsletters, marketing, etc.

EVENT MANAGEMENT

Planning, organizing, and managing your events virtually from start to finish for a seamless experience

OTHER SERVICES

If you don't see a service you are looking for, just ask!





Hourly Package Pricing

I have a simple and easy approach to pricing:

You simply let me know the number of hours you have budgeted monthly for administrative services

and I take care of the rest one task at a time. *\$150 deposit required.

STARTER PACKAGE

5-HOURS

\$275

- \$55 per hour for services
- 5 Hours Per Month
- Kick-Off Call
- 15 min meeting per month
- Weekly Report

INVOICED ON THE
30TH OF EACH
MONTH. DUE WITHIN
3 DAYS.

**YORBA LINDA CHAMBER MEMBERS RECEIVE A \$25 DISCOUNT*

BUSINESS BUILDER PACKAGE

10-HOURS

\$450

- \$45 per hour for services
- 10 Hours Per Month
- Kick-Off Call
- 15 min meeting per month
- Weekly Report

INVOICED ON THE
30TH OF EACH
MONTH. DUE WITHIN
3 DAYS.

**YORBA LINDA CHAMBER MEMBERS RECEIVE A \$50 DISCOUNT*

EXECUTIVE PACKAGE

15-HOURS

\$600

- \$40 per hour for services
- 15 Hours Per Month
- Kick-Off Call
- 30 min meetings per month
- Weekly Report

INVOICED ON THE 30TH
OF EACH MONTH. DUE
WITHIN 3 DAYS.

**YORBA LINDA CHAMBER MEMBERS RECEIVE A \$50 DISCOUNT*

CEO PACKAGE

20 HOURS

\$800

- \$40 per hour for services
- 20 Hours Per Month
- Kick-Off Call
- 45 min meetings per month
- Weekly Report

INVOICED ON THE 30TH
OF EACH MONTH. DUE
WITHIN 3 DAYS.

**YORBA LINDA CHAMBER MEMBERS RECEIVE A \$50 DISCOUNT*



Services Bundles

***I offer bundled packages for specialized & custom services if you prefer to utilize administrative services for a specific area of your business.*

EMAIL NEWSLETTER PACKAGE

\$275/mo

- 2 Email Newsletters per month
- 3 Articles, Quote, Call to Action
- Newsletter template creation
- Outline and content creation
- Lead Magnet and Newsletter Sign Up Forms
- Article writing (based on client's content pillars)
- Kick-Off Call

***YORBA LINDA CHAMBER MEMBERS RECEIVE A \$25 DISCOUNT**

CLIENT COMMUNICATION & COORDINATION

\$350/mo

- Client Onboarding & Client Offboarding
- Coordinate and support clients/customers with any questions, communication deadlines, inbox management and responses, including automatic responses
- Client scheduling and follow up
- Kick-Off Call
- Weekly Report

***YORBA LINDA CHAMBER MEMBERS RECEIVE A \$25 DISCOUNT**

BUSINESS ADMINISTRATION & SYSTEMS MANAGEMENT

\$450/mo

- Website management and maintenance / One Sales page per month
- Email and schedule management
- Data Entry
- Research
- Optimize and integrate systems and processes / automations
- Organization and management of task management systems
- Standard Operating Procedure (SOP) creation

***YORBA LINDA CHAMBER MEMBERS RECEIVE A \$50 DISCOUNT**

INVOICED ON THE 30TH OF EACH MONTH. DUE WITHIN 3 DAYS.

*Time Creators Deposit. Time Creator Administrative Solutions requires a \$150 deposit before engaging in administrative work. Time Creator Administrative Solutions will deposit these funds into its savings trust account. Upon completion of the work described and services and upon Client's payment of all invoices for work completed, Time Creator will refund the security deposit to Client in full. In the alternative, Client authorizes Time Creator at its sole discretion, to utilize the deposit as necessary to collect invoices that remain unpaid 30 days after emailing to Client.

Testimonials



"Pam is an original and the best at what she does. She is a marvel and I love her energy and fun personality. I appreciate how organized and detail-oriented she is and I love her work ethic. "

-JOY RUFFEN
OWNER AND PROFESSIONAL SPEAKER, STYLE WITH JOY

"She changed my business! I don't know why I waited so long to find help!"

-NORMA R., ADVERTISING CONSULTATION, THE OC LOCAL



"Pam is a member of my Ambassador team that helps manage my Facebook group of over 135K. She does an incredible job of making sure that our group remains a fun and safe place to connect and build relationships within the Virtual Assistant community. Pam not only interacts within the group itself, but she also makes sure to keep open communication with our team. I would totally recommend Pam to help manage your community!"

- ABBEY ASHLEY, CEO OF SAVVY CO.

Testimonials

“Pam is extremely well-organized and always goes the extra mile. A fabulous employee and role model to others. She would be an asset to any organization.”

-JILL LLOYD, CERTIFIED FUNERAL CELEBRANT/FUNERAL SERVICE DIRECTOR AT JILL LLOYD & ASSOCIATES



NEWSLETTER TESTIMONIAL -

“I absolutely love the work Pam does on my newsletter – Style Compass With Joy. She really has the flair, the flow and the flavor. She does a stupendous job, and I just love it. Not only is she a great writer and a listener, she also tunes in to all the vibes. She has received, heard, and made note of all the quirky little things that I say from time to time and has incorporated them into the newsletter. I just love working with her because she’s attentive and tunes in to my needs so eloquently.”

-JOY RUFFEN, STYLE & LEADERSHIP CONSULTANT





Portfolio

CHECK OUT MY PORTFOLIO AND
SAMPLES OF WORK HERE



TIME CREATOR
ADMINISTRATIVE SOLUTIONS
VIRTUAL ASSISTANT SERVICES PORTFOLIO



Lets Do This!

READY TO TAKE BACK
TIME IN YOUR
BUSINESS?



[CLICK HERE TO](#)
[BOOK A CALL WITH](#)
[ME!](#)

If you have any additional questions,
don't hesitate to email me hello@pamwalrod.com