

VIRTUAL PROJECT ADMIN FOR TRADES

Service and pricing guide

Remote project admin for tradies, builders and subcontractors across Australia.

Emily Hill

emily@stringlineadmin.com.au
www.stringlineadmin.com.au



What I take off your plate

Office

- Inbox and email management
- Phone calls when needed
- Quotes
- Invoicing and chasing payments

Jobs

- Job and service scheduling
- Purchase orders and supplier orders
- Reports
- Admin for variations

Compliance

- SWMS and safety paperwork
- Templates set up and kept current
- Insurance and licence tracking
- IDP registers

People

- HR tracking, so nothing lapses
- Getting staff set up on systems and software
- Training, qualification and licensing registers

Software ServiceM8 · AroFlo · simPRO · Tradify · Xero · MYOB. I work in what you already use.



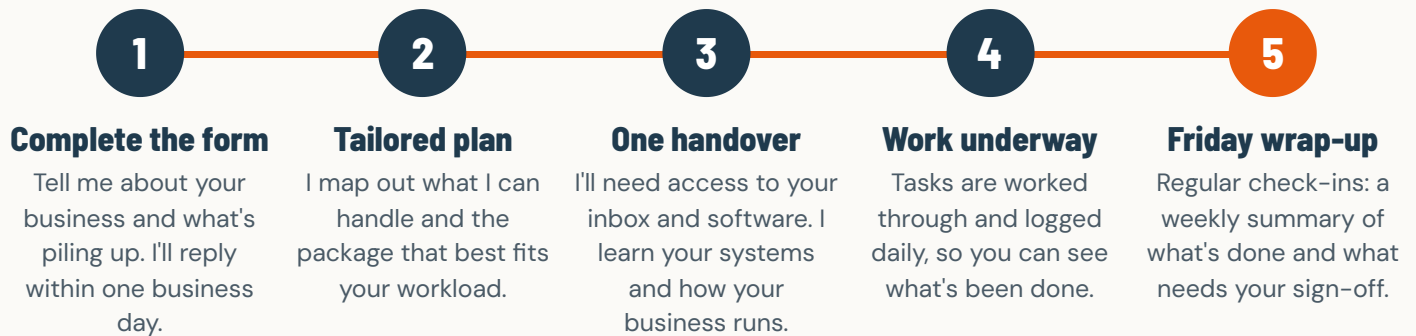
ABOUT

Hi, I'm Emily

I've worked on the tools and in the site office, so I know how a trade business runs and where the paperwork piles up.

I take the admin off your plate so you can stay on the job, without adding a full-time wage to the books.

Simple to start.



Working with me

Flexible hours

I don't work set hours. I manage a small number of clients and schedule the work around your deadlines.

Everything tracked

Every task is logged in my client management system, so you can see what's been done at the end of each day or week.

Friday wrap-up

Each Friday you get a short written summary: what's done, what's coming up, and anything that needs your sign-off.

Calls when needed

Most things are handled by email. If something needs talking through, we'll book a call. Regular recurring meetings aren't part of my packages, so your hours go into the work.



AREAS I SERVICE

Remote, Australia-wide

Based in the NT, working with tradies, builders and subcontractors right across Australia.

PACKAGES

Lock in your weekly hours

I keep my client list small so every client gets proper attention. A package works as a retainer and secures your spot.

Essentials

5 hours a week

\$375 /week

\$1,500 per 4-week term

Recommended

Core

10 hours a week

\$750 /week

\$3,000 per 4-week term

Full

20 hours a week

\$1,500 /week

\$6,000 per 4-week term

Everything's included. Each package is tailored to your business, using any of the services on page 2.

Custom packages

Need more or fewer hours? I'll build a package around your workload.

One-off jobs

A catch-up blitz or a single project, quoted as a fixed price at \$75 an hour.

Why I'm paid upfront

Most trades are used to paying once the work is done. Because your hours are held for you each week, packages are paid upfront. You'll get the invoice 7 days before each term starts.

Terms

- Minimum term: 4 weeks
- Paid upfront, before each term starts
- Service agreement signed before we start
- Cancel any time. No refunds for a term already paid.
- Hours allocated across each 4-week term. No timesheets.
- Prices in AUD. GST subject to invoicing.

Ready to get your evenings back?

Complete the form at stringlineadmin.com.au and I'll come back with a plan.

emily@stringlineadmin.com.au
www.stringlineadmin.com.au