

NEXT GENERATION ADMIN

# Services & Pricing Guide



[WWW.NEXTGENERATIONADMIN.COM](http://WWW.NEXTGENERATIONADMIN.COM)



# Hello there!

Are you considering taking the next step to reaching your business goals? If so, are you needing some help to jumpstart the process? You're looking in the right place!

Next Generation Admin provides Online Business Manager services that strive to help business owners and professionals operate modernly and efficiently.

Through hiring our team for monthly services or a one-time project, you can be confident that you're going to be supported in your entrepreneurial journey.

We're excited to learn about your professional goals and be a part of your team!

*Andrea*

Founder, Next Generation Admin

# About Me

Based in Nashville, TN, I strive to help business owners achieve efficiency to promote growth. It's true what they say - team work makes the dream work!

I founded Next Generation Admin in 2022 to pursue my passion of entrepreneurship. After college, I was introduced to the world of franchising. I have met so many fellow entrepreneurs, but I noticed that there were operational gaps - specifically administrative-related items and the digital space.

That's where Next Generation Admin comes in. Our goal is to find the methods that work best for YOUR business, while staying relevant to YOUR audience.

So, what can we help you with?



# How It Works

## 01 **BOOK A DISCOVERY CALL**

Fill out a form on our website to schedule a 30-minute Discovery Call to learn more about your business needs. It's important to know if we're a good fit to work together!

## 02 **QUOTE APPROVAL**

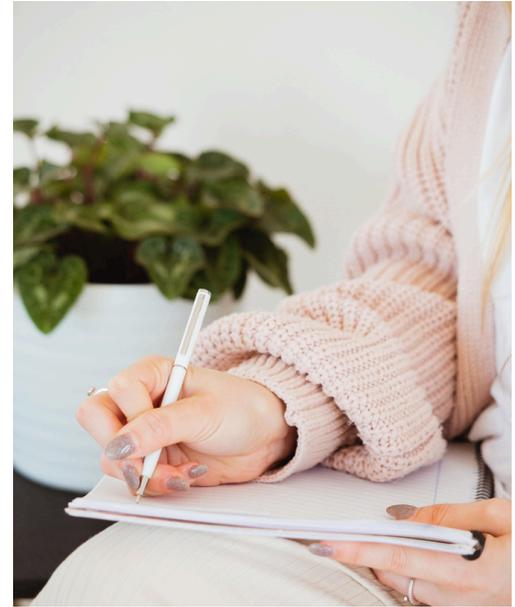
After your Discovery Call, you'll receive a proposal that best fits your needs. Then, you will review the quote and ask any questions if needed.

## 03 **CONTRACT SIGNING & PAYMENT**

It's time to make everything official once the quote is approved. After your initial payment is made, it's time to rock and roll!

## 04 **RELAX & HAVE FUN**

You did it! It's time to start clearing your plate, so you can enjoy your time how YOU want to.



### **COMMUNICATION**

#### **CONTACT DETAILS**

615-335-3982

[Andrea@NextGenerationAdmin.com](mailto:Andrea@NextGenerationAdmin.com)

#### **CONTACT HOURS**

M - F

8:00am - 5:00pm CST

#### **WEBSITE**

[www.NextGenerationAdmin.com](http://www.NextGenerationAdmin.com)

#### **SOCIAL MEDIA**



@\_\_andreadeleon



# Social Media Package

Social Media serves as a portfolio for your hard work over time. Potential clients and customers use it as research before committing to work with you. Ensuring that your profiles are regularly active and responsive can be a game changer for your reputation!

## WHAT YOU'LL GET:

- ✓ Content creation: Static posts, carousels, short videos, and captions for each post
- ✓ Consistent posting schedule as determined with your Online Business Manager (OBM)
- ✓ Collection and organization of photos and videos shared by your team

YOUR MONTHLY INVESTMENT

**\$800**

# Online Business Manager: Tier 1



YOUR MONTHLY  
INVESTMENT  
**\$2,100**

## SERVICE OPTIONS

Task Management  
Monthly Blog Writing  
Email Management  
Newsletter Creation and Management  
Calendar Management  
Graphic Design Assistance for Print  
Materials  
Travel Arrangements  
Networking Research & Outreach  
Social Media Posts: daily, weekly, monthly  
Social Media Content Creation

## WHAT YOU'LL GET:

This is for the solopreneurs ready to level up their business by handing the off social media posting responsibility and **up to 3 services from the list to the left.**

Get time back in your day for yourself or to focus on an area in your business that needs your energy!



# Online Business Manager: Tier 2

## WHAT YOU'LL GET:

This package is for the business owner that is ready to have their right-hand-woman support general operations through providing services in the **Social Media Package + OBM Tier 1 Package + 2 additional services from the on the previous page.**

YOUR MONTHLY INVESTMENT

**\$3,500**

# Additional Services



## SEO Boost + Strategy

If your website is needing an SEO (Search Engine Optimization) boost, we'd love to help you out!

## Newsletter

Want to keep your loyal customers or clients in the know with your business? We can help send out a regular newsletter to your contacts!

## Custom Project

Is your project not listed? [Contact us today](#) to receive a custom quote.

Prices for Additional Services will be determined by your OBM

“

I'm going from having to do all of the work to having to delegate the work – which is almost harder for me than doing the work myself. I'm a lousy delegator, but I'm learning.

ALTON BROWN, CELEBRITY CHEF



# FAQ's

## **What services do you offer?**

We offer services including various administrative tasks and social media management. Please refer to the pages 5-8.

## **How much do your services cost?**

This depends on whether you're investing in a monthly package or a one-off service. Please contact our team to receive accurate pricing information!

## **How long is the contract term?**

There isn't one! Whatever service you choose, you have the flexibility to scale up or down after each month or project depending on your needs.

## **What if I don't see a package or service that fits my needs?**

Feel free to contact our team! We'll schedule a Discovery Call to learn more about your business and what help you need. After determining if we're a good fit, we'll share a proposal for you to review.

## **What if I'm not ready to hire an OBM yet?**

No worries at all! We'd love to stay connected and schedule a complimentary Discovery Call to help plan for the next best steps.

# Let's Get Started!

Are you ready to take the next steps to grow your business?

We're excited to learn more about your business and your goals. Email us at [Andrea@NextGenerationAdmin.com](mailto:Andrea@NextGenerationAdmin.com), or fill out a form on our website. We'll reach out soon to schedule your Discovery Call.

Through hiring our team for monthly services or a one-time project, you can be confident that you're going to be supported in your entrepreneurial endeavors. We're excited to learn about your professional goals and how we can help be a part of your journey!

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