



Shawna-Leigh Baker
Small Business Optimization,
Consulting and Services

Let US handle any of these time-consuming but necessary tasks so
YOU can do what **YOU DO BEST** (*and get paid more!*)

Let us know some of the tasks you would like to be free of...

Contact us today:

(832) 875-0655

aletheia@shawna-leigh.com www.shawna-leigh.com

- Events and meetings, concept to completion**
Pre-coordination and set-up of all aspects, as well as facilitation of smooth execution
- Travel coordination for both business and vacation**
Reservations, itinerary creation, pet and landscape arrangements (including special pet-sitting by our team) and monitoring services
- Remote desktop assistance**
Computer organization, contact management, training, IT work
- Office optimization**
Desktop and file management, creating and maintaining systems for highest productivity
- Website maintenance**
Content addition, review and editing, as well as SEO support
- Research of topics**
For speaking, writing, or mere curiosity
- Blogs and other publications**
Creating, editing and posting to different platforms
- Intellectual property support**
Copyrighting and trade marking - helping you protect your brand and hard work
- Newsletters and other promotional communications**
Creating, updating and dispersing
- Social media outlets**
Creating, updating and maintaining
- Concierge services**
A vast range of business and personal concierge services
- Research of best plans, services and technology applications**
Negotiating a better cell phone plan based on your usage and needs or which merchant account is the most practical for you and your business
- Technical support**
Able to handle most common IT issues, we also have a network of valuable contacts and resources for more complicated items
- Creation of a variety of documents**
Creation of forms, contracts, spreadsheets, presentations, etc. or guidance on how to create these items yourself
- Paperless solutions**
Scanning and organizing paper documentation into editable documents, digitalizing and categorizing notes, photos and communications
- Communicating with your clients or members**
Either in-person or via phone, email, Skype, etc.
- Calendar support**
Scheduling of appointments, support with syncing integration
- Data entry**
Database management and transcription work
- Billing and invoicing**
Invoice creation, sending, receiving and processing of clients' or members' payments
- Assistance in tax preparation**
Expense tracking and reporting, tax prep
- Business lead research**
Research leads and create or update databases for use in marketing
- Online shopping**
Product purchases, gift shopping or seeking out Black Friday deals
- Other:**

Your Name: _____

Your Email: _____

Your Phone: _____

Your Website: _____