

CLIENT PACKAGE

Simplify the backend. Strengthen the business



woodlandbusinesssolutions.com



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Clarity • Systems • Strength

INTRO

At Woodland, every business deserves support that feels grounded, intentional, and built for long-term growth. This guide gives you a clear look at how we'll work together — your support options, pricing, and what you can expect as we streamline the back end of your business and create more calm in your operations.



SUPPORT OPTIONS



Ongoing Hourly Support. Flexible hourly support for bookkeeping, admin organization, systems setup, and monthly operations. Clarity. Consistency. Confidence.

Bookkeeping & Financial Clarity

Stay organized with reconciliations, payroll, invoicing, and month-end reporting that keeps your business compliant and on track.

Admin & Operations Management

Lighten your workload with virtual admin support, email/schedule coordination, and operational systems that keep things moving smoothly.



System Setup & Workflow Design

Streamline your business with customized workflows, backend organization, and templates built to scale as you grow.



OPERATIONS & BOOKKEEPING

Real Estate

From listings to trust accounting, Woodland helps agents, brokerages, and investors stay organized behind the scenes.

Contractor

Job costing, payroll, invoicing, materials tracking, and operational structure that keeps contracting businesses running efficiently — on site and behind the scenes.

TRANSPARENT PRICING



Need a one-time system setup or special project?

Individual quotes are provided based on scope and complexity.

Woodland provides flexible, hourly support designed to simplify your systems, manage your finances, and keep your business running efficiently behind the scenes.

Support is tailored to your unique goals — whether that's organizing your books, improving workflow, or lightening your administrative load.

\$30-\$40/hour (minimum 10 hours per month)

Every engagement is customized to your business needs — clear, transparent, and built for long-term growth.

Flexible, hourly support designed to keep your business running smoothly — without the overwhelm.

Clarity. Consistency. Confidence.

Woodland helps you build a business that runs smoothly — behind the scenes.

A woman with long blonde hair, wearing a light pink blazer and teal pants, is sitting on a grey couch. She is looking down at a laptop on a white table in front of her. Two dogs are on the table: a larger brown and white dog is standing and looking at the laptop, and a smaller brown and white dog is sitting next to it, looking up at the larger dog. A white mug is on the table. The background is a blurred indoor setting with a plant and a window.

GROUNDLED SUPPORT,
TRANSPARENT PRICING,
STEADY GROWTH.



HOW IT WORKS

- **Discovery Call:**

A chance to connect and share your story. We'll talk about your vision, your challenges, and the support you need most.

- **Proposal:**

You'll receive a clear plan that outlines the best way forward — no fluff, just honest solutions that fit your stage of business.

- **Onboarding:**

We'll gather what's needed and set up simple systems so things feel organized and grounded right away.

- **Support & Growth:**

From here, we walk side by side. Whether it's admin relief, development strategies, or operational leadership, you'll have steady support as your business evolves.

FAQS

- **How do I know which package is right for my business?**

We'll start with a discovery, called to talk about your goals and priorities. From there, I'll recommend the option that feels like the right fit for where you are now.

- **Can I switch packages as my business evolves?**

Absolutely. Your needs will shift as your business grows, and your support should too. Will adjust as needed, so you always feel supported.

- **What does Onboarding include?**

Onboarding is about making things feel easy and clear. Will gather documents, set up systems, and create simple workflow so you feel grounded from the start.

- **Is there a contract or minimum commitment?**

Most partnerships begin with a three month commitment. This gives us time to build trust, set up strong systems and create results that matter.

- **How will we communicate?**

Will stay connected through regular check-in by Zoom work phone, supported by ongoing email updates. My goal is to keep everything simple, collaborative and clear.



LET'S GET STARTED

Your business deserves clear systems and strong foundations — so you can focus on growth, not overwhelm. I'd love to support you as your trusted operations partner.

WOODLAND
BUSINESS SOLUTIONS

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