

# CLIENT PACKAGE

**Simplify the backend. Strengthen the business**



[woodlandbusinesssolutions.com](http://woodlandbusinesssolutions.com)

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## Clarity • Systems • Strength



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



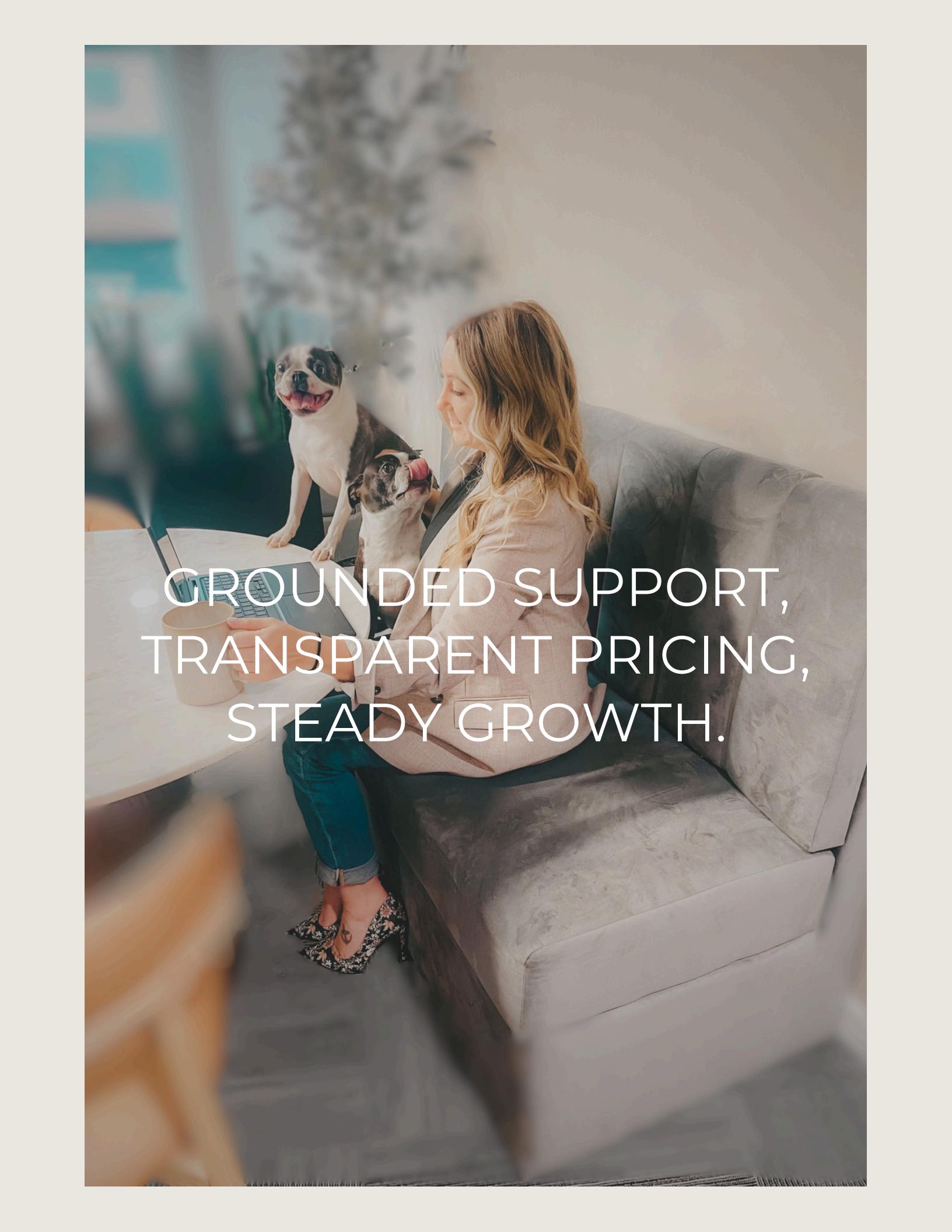
**Need a one-time system setup or special project?  
Individual quotes are provided based on scope and complexity.**

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 tan blazer and teal pants, sits at a light-colored wooden desk. She is looking down at a laptop keyboard. Two dogs are standing on the desk: a white French Bulldog on the left and a brown and white French Bulldog on the right. The background is a blurred indoor setting with a couch and a window. The text is overlaid on the image.

GROUNDED 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?**

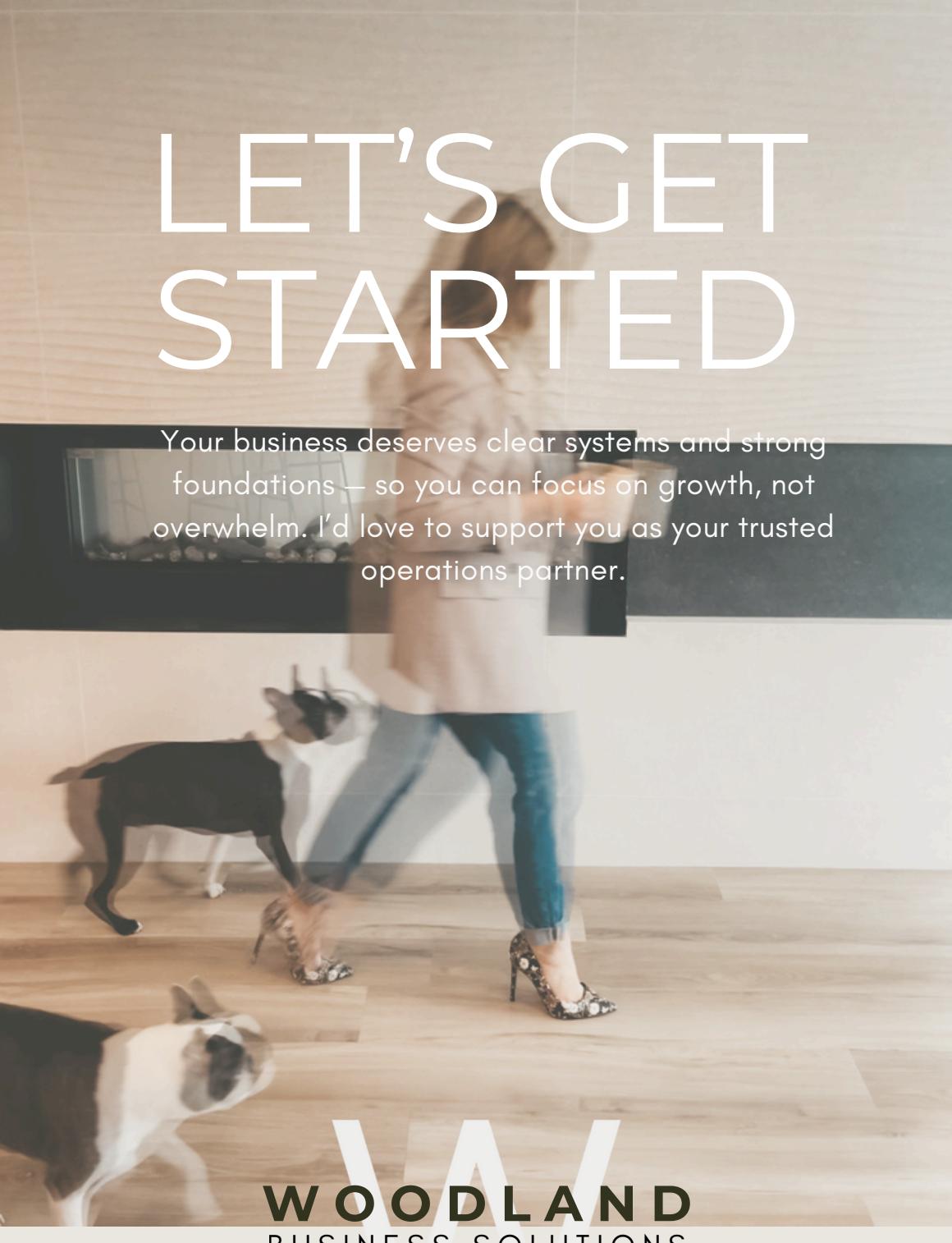
Most partnerships begin with a three month commitment. This gives us time to build trust, set up strong systems and create results that matter.

## **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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