

# Pricing

Too many hats? We take the admin work off your plate. Start free, get a plan, then hand off as much or as little as you want.

## Start free

**30-minute consult** with Angie: an honest chat about your business and the next step.

**Hats quiz and free checklists** at [smallbizsos.help](https://smallbizsos.help).

## Hat Plan

**\$99**

60 minutes with Angie, Zoom or our Stanwood office

A consultation for owners who want to do it themselves but aren't sure what needs doing. We brainstorm ideas together and you leave with a written to-do list, in order, with tool tips.

**Your \$99 comes back** if you book a package, pass or monthly hours within 90 days.

## Pick 3 Admin Pass

**\$149**

Choose any 3 quick tasks. Add a 4th for \$49.

1. Inbox tune-up
2. Email signature and saved replies
3. Invoice template
4. Online payment link
5. Booking link or business calendar
6. One fillable form
7. Contact list cleanup
8. Digital folder system
9. License and renewal calendar
10. One written how-to

## Done-for-you packages

|                                                                                                                                                                                  |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Get Organized</b> "My inbox and files are a mess." Inbox, folders, contacts, calendar, 2 how-tos.                                                                             | <b>\$499</b>         |
| <b>Get Paid</b> "I'm always chasing payments." Invoices, payment links, terms, reminders, tracker.                                                                               | <b>\$379</b>         |
| <b>Launch Ready</b> "I'm just starting." License research, 1 application, forms, filing system.                                                                                  | <b>\$499</b>         |
| <b>Payroll Ready</b> "I need payroll set up or fixed." Gusto or Square Payroll, up to 5 employees.                                                                               | <b>\$379</b>         |
| <b>Hire Ready</b> "I need to hire someone." \$499: posting, offer letter, I-9, W-4, employee file. \$699: Angie also screens and does first interviews; you make the final pick. | <b>\$499 / \$699</b> |
| <b>Crew Ready</b> "I run a crew." 2 roles, onboarding, starter policies, WA L&I setup.                                                                                           | <b>\$749</b>         |

Every package includes 14 days of follow-up questions, free notary, fax and scanning, and half off your first month of monthly hours if you start within 90 days. Prefer it automated? We can build a system that does the work for you.

## Monthly hours

Keep help on hand for email, invoicing, scheduling, data entry, paperwork and anything on your list.

**4 hrs**  
**\$249**

**8 hrs**  
**\$499**

**12 hrs**  
**\$749**

**16 hrs**  
**\$999**

**20 hrs**  
**\$1,249**

Per month. Extra hours \$69. No minimum; change or cancel with 30 days' notice. Unused hours don't roll over. Free notary, fax and scanning included.

## A la carte

### Getting paid and money basics

|                                           |       |
|-------------------------------------------|-------|
| Invoice template                          | \$69  |
| Online payment links                      | \$69  |
| 3 past-due reminder emails                | \$69  |
| Income and expense tracker and dashboard* | \$129 |

### Selling setup

|                                        |       |
|----------------------------------------|-------|
| Square setup, up to 25 items           | \$249 |
| Shopify basic store, up to 25 products | \$379 |
| Add or update products, per 25         | \$69  |

### Office and organizing

|                                    |         |
|------------------------------------|---------|
| Inbox cleanup and organizing       | \$129   |
| Digital file and folder organizing | \$129   |
| Fillable form                      | \$69    |
| Written how-to for one task        | \$69    |
| Typing, data entry, spreadsheets   | \$69/hr |

### Hiring and licensing

|                                    |       |
|------------------------------------|-------|
| Job description and posting        | \$69  |
| Offer letter and onboarding packet | \$129 |
| Business license research          | \$129 |
| License application help, each     | \$69  |
| License renewal calendar           | \$69  |

\*A simple way to see money in and out. We don't do bookkeeping. Anything else is \$69 an hour, 30-minute minimum, with an estimate first.

### Notary, fax and scanning

**\$15**

per notary stamp · \$12 each for 3 or more

Angie is a commissioned Washington notary in Stanwood. Bring your unsigned document and a photo ID to our office, by appointment. Fax and scanning available too. **Free for clients** with any package, pass or monthly hours.

### Tech and AI with Kayla

**\$399**

Kayla's AI Starter

A setup session, 2 AI helpers built for your business, and training to use them. Bigger tech projects, automations and dashboards are quoted in your free consult.

## Good to know

- Work of \$300 or more takes a 50% deposit, the rest at hand-off. Under \$300 is paid up front.
- Prices cover teams of up to 5. Add 15% for 6 to 15 employees and 30% for 16 to 25.
- Rush work is by request and only when we can fit it in; accepted rush work adds 20%.
- Zoom, phone, or free office visits in Stanwood by appointment. On-site visits by request, \$25 each.
- Software, hardware and state or city fees are paid by you. Invoices 15+ days late add a \$15 fee (first one waived).
- Sliding scale and scholarship spots available when time allows. Legal and tax questions go to an attorney or CPA.