



SERVICES INFORMATION PACKAGE

Clarity Admin Services (CAS) is proud to offer our flexible, custom-built monthly packages, providing consistent administrative support without the cost of hiring in-house staff.

Learn more at clarityadmin.ca/services or contact us now at hello@clarityadmin.ca.

Package Pricing

One-Time Lifetime Set-Up Fee

- \$95 billed one time
- Is added to all package options for the first time you purchase from us
- You may suspend service and come back months or years later, and this fee will not be charged again, so long as it is the same business/group/non-profit seeking services

Starter

- \$525 billed monthly in advance
- 15 hours per month of services included
- Your choice of services - no max
- Add-on services available
- Perfect for small (1-5 people) businesses, starting businesses, or small non-profits.

Growth

- \$875 billed monthly in advance
- 25 hours per month of services included
- Your choice of services - no max
- Add-on services available
- Perfect for medium businesses, non-profits, and organizations looking to expand operations.



Pro

- \$1200 billed monthly in advance
 - 40 hours per month of services included
 - Your choice of services - no max
 - Add-on services available
 - Perfect for busy businesses, non-profits, and organizations looking to ensure steadiness.
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Services

The services listed here are standard and are offered as part of your monthly package. You may customize which of these standard services you wish to include for your business.

Email & Inbox Management

Calendar & Appointment Scheduling

Invoicing & Expense Tracking (Prep Only Based On Information Provided)

CRM & Data Entry

Client Follow-Ups And Reminders

Document Preparation, Formatting, And Editing

File & Cloud Organization And/Or Storage

Add-On Services

Bookkeeping Preparation (non-CPA)

- Transaction organization, invoice prep, expense tracking based on client-provided information (no filing, no advice).
- Offered at hourly or monthly options
- Hourly rate: \$45
- Monthly rate: \$200



Social Media Scheduling and Posting

- Scheduling client-provided content across up to 8 platforms (no content creation or strategy. Captions for posts offered if social media strategy supplied)
- Offered monthly
- Monthly rate: \$100 - \$250

SOP Documentation (see section below for packages)

- Process documentation, workflow mapping, and internal guides and/or policies
- Offered at hourly or monthly flat-fee package options
- Hourly rate: \$45
- Monthly rate: \$150 - \$750 (1-5 SOPs - additional offered at custom rates)

Research and Reporting

- Custom research, summaries, data collection, and reporting
- Offered by the hour
- Hourly rate: \$40

SOP Documentation Packages

Packages Information

Every SOP is delivered in a clear, consistent format, including:

- Purpose of the SOP
- When this process is used
- Tools & access required
- Step-by-step instructions
- Decision points & exceptions
- Quality checks
- Owner/Department for the process
- Last updated date and/or preparation date

SOPs are delivered as:

- Google Doc (editable) and PDF
- Organized folder structure



SOP Packages do not include:

- Legal, HR, or compliance advice
- Software implementation or migration
- Custom automation builds (Zapier, etc.)
- Ongoing SOP maintenance (available separately - see below)

Single SOP Package (1 SOP)

\$150–\$250 CAD

Best for: One clear process that needs structure

Includes:

- 1 documented workflow/process
- Step-by-step written instructions
- Defined roles & responsibilities
- Tools/software used
- Basic troubleshooting notes
- 1 round of revisions

Examples:

- Client onboarding process
- Invoice & payment workflow
- Email management process
- Appointment scheduling process

Multi-SOP Package (2-5 SOPs)

\$450–\$750 CAD

Best for: Core operations that repeat weekly/monthly

Includes:

- 2–5 documented workflows
- Process mapping for each SOP
- Clear step-by-step instructions
- Naming conventions & templates (where applicable)



- Responsibility handoffs (who does what)
- 2 rounds of revisions

Examples:

- End-to-end client lifecycle
- Admin + bookkeeping prep processes
- CRM data management workflows
- Internal communication processes

Full Workflow Documentation

Custom Quote

Best for: Businesses preparing to scale, hire, or delegate

Includes:

- Discovery sessions (process audit)
- Full process inventory
- SOPs for all core admin operations
- Cross-functional workflows (handoffs between roles)
- Process improvement recommendations
- Centralized SOP folder structure
- 2 rounds of revisions

Examples:

- Onboarding → delivery → invoicing → follow-ups
- Admin + ops workflows
- Role-based documentation

Optional SOP Package Upgrades

Ongoing SOP maintenance: \$75–\$150/month

Process training walkthrough: \$100–\$200/session

SOP updates after 90 days: \$45/hr