

# ClerkTime.

Clerical Expertise Delivered Globally

## ClerkTime – Cost & Services Overview

### Our Services & Pricing

#### 1. Assistant Services

Service Plan	Description	Pricing
<b>Hourly Assist</b>	On-demand virtual assistance for quick tasks and support.	<b>\$3.49/hour</b>
<b>Daily Assist</b>	Full-day dedicated support for administrative and business tasks.	<b>\$24.99/day</b>
<b>Monthly Assist</b>	Ongoing assistance for businesses requiring consistent support.	<b>\$499.99/month</b>

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#### 2. Clerical Services

Service	Description	Custom Pricing
<b>Data Entry &amp; Management</b>	Organizing, updating, and maintaining records.	Based on volume
<b>Document Creation &amp; Formatting</b>	Professional reports, letters, and presentations.	Based on complexity
<b>File Organization &amp; Record Maintenance</b>	Sorting and structuring business documents.	Custom Quote
<b>Typing &amp; Transcription</b>	Converting audio or handwritten notes to text.	Per minute/hour
<b>Editing &amp; Proofreading</b>	Refining documents for clarity and accuracy.	Per document
<b>Data Compilation &amp; Analytics</b>	Gathering, structuring, and analyzing data.	Based on project size

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### 3. Social Media Management

Service	Description	Pricing
<b>Account Setup &amp; Optimization</b>	Creating and optimizing social media profiles.	Starting from <b>\$49</b>
<b>Content Creation &amp; Scheduling</b>	Designing and scheduling engaging posts.	Based on frequency
<b>Analytics &amp; Performance Tracking</b>	Monitoring engagement and growth insights.	Custom Quote
<b>Audience Engagement Strategies</b>	Building and managing interactions.	Custom Quote

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### 4. Additional Services

Service	Description	Custom Pricing
<b>Website Creation</b>	Custom websites for businesses and individuals.	Starting from <b>\$299</b>
<b>Email Management</b>	Organizing and responding to emails efficiently.	Monthly Packages
<b>Customer Support</b>	Handling customer inquiries and support tickets.	Based on volume
<b>Calendar &amp; Meeting Coordination</b>	Scheduling and managing appointments.	Monthly/Hourly Rates

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### Contact Us Today

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