

CANDIS CHAMPATSINGH — SERVICE MENU

1. Executive & Administrative Support Executive-level support for business owners, leaders, and organizations.

Services include:

- Executive administrative assistance
- Calendar and email management
- Document creation, editing, and formatting
- Professional correspondence
- Meeting preparation and coordination
- Data entry, and report preparation
- Recruitment support (posting, screening, scheduling)
- Resume and job-seeker support
- Event coordination assistance
- Confidential records management

Google Workspace Support:

- Google Forms: creation, setup, sections, logic, response management
- Google Sheets: basic trackers, dropdowns, simple formulas, sorting and filtering
- Google Docs: templates, formatting, shared editing
- Google Slides: simple presentations and branded slide templates
- Google Drive: folder organization, sharing permissions, file management

2. Document & Business Materials: Clean, structured, professional documents that support your operations.

Services include:

- SOPs and policy documents
- Editable agreements and contracts
- Pricing sheets and service menus
- Digital brochures (print-ready and web-friendly)
- Forms, trackers, and operational templates

- Letterheads and email signatures
- Professional forms and checklists
- Intake forms (Google Forms or PDF)
- Branded internal templates

3. Marketing & Visual Content: Simple, modern visuals to support your brand and communication.

Services include:

- Flyers (digital and print)
- Posters
- One-page overviews
- Event programmes and menus
- Social media graphics (posts, carousels, reels covers, stories)
- Promotional materials
- Caption structuring and tone refinement

Professional Value Statement: Clean, modern visuals and structured administrative support crafted with clarity and intention.

Pricing: Professional services start at TTD50 per hour. Custom quotes available based on project scope.