



## Administrative - Clerical - Graphic Design for Small Business Owners

Ever have one of those weeks when you thought,  
*"I wish I had more time?" Call Tempus Fugit, we can arrange that!*



Customized options to provide recurring, flexible support services.  
25+ yrs of administrative & design experience I can put to work for you!

**What could you do with an extra few hours a week  
to spend on *customers* instead of paperwork?**

**The Time Block System gives you the flexibility to get help just when you need it.**  
***Each 1 hour block is dedicated to solely you and your business needs.***

Simply decide how many blocks you will need and  
contact us schedule them. Use them when you need them,  
whether it's weekly or over time.

*Your first block includes a consultation  
to discuss your needs and create a custom support plan.*  
*(Work performed remotely-on site available with a travel fee)*



### Sample of Services

- Data Entry
- Notary Public
- Website Updates/Content
- Email Management
- Constant Contact
- Custom Designed Business Materials
- Social Media
- Event Support
- Appointment/Booking Confirmation

#### **1 Block=1 Hours**

1-4 BLOCKS

@ \$30/block

5-9 BLOCKS

@ \$27/block

10+ BLOCKS

@ \$25/block

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**Contact Vanessa Rehac - let's talk about how I can help.**