



SERVICES & PRICING GUIDE



LET OUR EXPERTISE TRANSFORM
YOUR BUSINESS OPERATIONS

WWW.THETASKALCHEMIST.COM



Hello
there!

At The Task Alchemist, we believe in transforming overwhelming business operations into streamlined success stories. As your dedicated virtual solutions partner, we combine over 15 years of administrative expertise with over 11 years of specialized safety experience to help your business thrive.

Our mission is simple: to empower business owners by taking the weight of day-to-day operations off your shoulders. Through our comprehensive virtual assistant services and expert safety compliance support, we help you reclaim valuable time while reducing costs, so you can focus on what matters most - growing your business.

What sets us apart? Our unique blend of administrative mastery and safety expertise, delivered with a personal touch that transforms your challenges into opportunities for success.

Lindsey

FOUNDER, THE TASK ALCHEMIST, LLC



Our Story

The Task Alchemist emerged from a vision of transforming how businesses approach their operations and safety needs. As a California Notary Public with extensive safety experience, I recognized a crucial gap in the market: the need for a service provider who could expertly handle both administrative excellence and safety compliance.

What Makes Us Different

We're not just another virtual assistant service or safety consultant. Our dual expertise creates a unique advantage for our clients:

- Administrative Mastery: 15+ years of experience across diverse industries, from real estate to veterinary medicine
- Safety Excellence: Partnering with certified Cal/OSHA safety professionals with 20+ years of experience
- Technology Partnership: Powered by HiTech Lives, LLC, ensuring enterprise-grade IT solutions
- Personalized Approach: Custom solutions tailored to your industry and specific challenges



We're committed to being more than just a service provider – we're your strategic partner in success. By combining our administrative expertise with our network of certified safety professionals, The Task Alchemist transforms your challenges into opportunities for growth, ensuring both operational efficiency and compliance excellence.

Virtual Assistant Solutions

Transform your daily operations with comprehensive support designed to save you time and reduce costs.



Administrative Excellence

- Email and calendar management
- Document creation and organization
- Data entry and database management
- Travel arrangements and scheduling
- Standard operating procedure development
- Filing System Optimization

Project Management

- Timeline creation and monitoring
- Task delegation and follow-up
- Progress reporting and tracking
- Team coordination
- Deadline management
- Resource allocation

Marketing & Business Support

- Social Media Management
- Basic Graphic Design (Canva/Gimp)
- Newsletter creation
- Content calendar management
- Invoice processing
- Basic bookkeeping
- Budget maintenance

Safety & Compliance Solutions

Expert guidance and support to ensure your workplace meets and exceeds safety standards.



Safety Program Development Assistance

- Comprehensive safety assessments
- Written program development assistance
- Policy and procedure creation
- Best practices implementation
- Regulatory compliance guidance
- Program evaluation and updates

Risk Management

- Workplace hazard identification
- Risk assessment and analysis
- Control measure development
- Incident investigation support
- Workers' compensation guidance
- Safety data management

Training & Implementing

- Safety training coordination
- Site inspection assistance
- Compliance monitoring
- Emergency response planning
- Safety meeting facilitation
- Documentation management

Service Packages: Virtual Solutions

Transform your time into possibility with our flexible virtual assistant packages.



ESSENTIAL SUPPORT

\$550/month

- 10 dedicated support hours ✓
-
- \$55/additional hour ✓
-
- Full access to core VA services ✓
-
- Regular progress updates ✓
-
- Monthly check-in calls ✓

Ideal for: Basic administrative tasks, email management, and calendar coordination

Save \$100/month
vs. Hourly rate



GROWTH PARTNER

\$1,000/month

- 20 dedicated support hours ✓
-
- \$50/additional hour ✓
-
- Priority support access ✓
-
- Bi-weekly strategy calls ✓
-
- Customized workflow solutions ✓

Ideal for: Comprehensive support including project management and marketing tasks

Save \$300/month
vs. Hourly rate



ENTERPRISE SOLUTION

\$1,350/month

- 30 dedicated support hours ✓
-
- \$45/additional hour ✓
-
- VIP priority support ✓
-
- Weekly strategy sessions ✓
-
- Advanced business support ✓

Ideal for: Full-scale operations support and strategic business growth

Save \$600/month
vs. Hourly rate

Safety & Compliance Packages

Expert guidance to ensure your workplace exceed safety standards.



SAFETY ESSENTIALS

\$750+ /month

| | |
|-------------------------------------|---|
| Bi-annual inspections (\$400 value) | ✓ |
| Basic compliance review | ✓ |
| Monthly webinars | ✓ |
| Documentation support | ✓ |



SAFETY PLUS

\$1,500+ /month

| | |
|-----------------------|---|
| Quarterly inspections | ✓ |
| Enhanced services | ✓ |
| Priority support | ✓ |
| Custom training | ✓ |



ENTERPRISE SAFETY

\$2,500+ /month

| | |
|----------------------|---|
| Monthly inspections | ✓ |
| Full compliance | ✓ |
| Strategic planning | ✓ |
| All premium features | ✓ |

On-Site Assessments

- \$400 per location
- \$100 travel fee + mileage (\$0.67)
- Detailed inspection reporting
- Action item recommendations
- Follow-up consultation

Additional Services

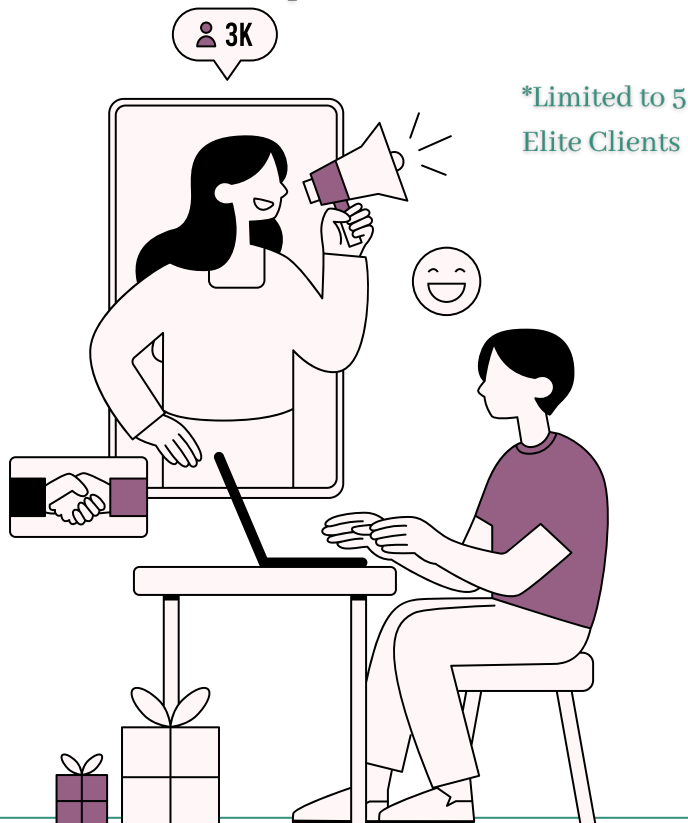
Enhancing Your Business Success

Strategic Advisory Access

Transform your business challenges into solutions with direct access to me

- Basic Advisory: \$150/month
Email/Teams support, 4 hr. response
Perfect for quick questions & feedback
- Power Advisory: \$250/month
All channels, 2 hr. response
Ideal for strategic guidance & reviews
- *Elite Advisory: \$400/month
Priority 1 hr. response, all channels
Unlimited brain-picking sessions

Available as stand-alone or package add-on.
Perfect for: Email crafting, strategy sessions, quick decisions, & expert feedback



Rush Services

When time is of the essence

- 24-hour turnaround: +100% premium
- 48-hour turnaround: +75% premium
- 72-hour turnaround: +50% premium

Available for most virtual assistant services

Custom Solutions

Tailored to your unique needs

- Flexible hour arrangements
 - Industry-specific solutions
 - Non-profit specialized rates
 - Customized service combinations
- Contact us for personalized pricing

Technology Partnership

Powered by HiTech Lives, LLC

- Preferential IT support rates
- Enterprise-grade technology solutions
- Enhanced cybersecurity protection
- Seamless systems integration
- Cloud-based efficiency

Discover how these services can transform your business operations. → **Book Your Free Consultation**

Industry Solutions

Tailored Expertise for Your Specific Needs



SMALL BUSINESS & STARTUPS

- Streamlined administrative options
- Cost-effective virtual support
- Basic safety compliance guidance
- Growth-focused solutions
- Flexible scaling options

Perfect for: Entrepreneurs looking to maximize time and resources

NON-PROFIT ORGANIZATIONS

- Specialized pricing options
- Grant documentation support
- Donor database management
- Event coordination
- compliance assistance

Perfect for: Organizations maximizing impact on limited budgets

MANUFACTURING & CONSTRUCTION

- Cal/OSHA compliance support
- Safety program development assistance
- Risk assessment and management support
- Documentation organization support

Perfect for: Companies prioritizing safety and efficiency

FEMALE ENTREPRENEURS

- Personalized support solutions
- Business systems optimization
- Growth strategy assistance
- Time management solutions
- Catalyst accountability sessions

Perfect for: Women-owned businesses ready to scale

Ready to explore industry-specific solutions? → [Book Your Free Consultation](#)

Package Details

Comprehensive Solutions Tailored to Your Needs

Essential Support

Perfect for Small Businesses & Startups

10 Dedicated support hours

\$55/additional hour

Monthly hours reset

Core Services Include:

- ✓ Email and calendar management
- ✓ Basic document organization
- ✓ Data entry and database management
- ✓ Standard administrative tasks

Additional Benefits

- ✓ Monthly check-in calls
- ✓ Basic progress reporting
- ✓ Regular status updates
- ✓ Access to task management system

01



\$550

02



\$1,000

Growth Partner

Designed for Growing Organizations

20 Dedicated support hours

\$50/additional hour

Monthly hours reset

Core Services Include:

- ✓ All Essential Support services
- ✓ Project management support
- ✓ Marketing assistance
- ✓ Social media management
- ✓ Basic bookkeeping

Additional Benefits

- ✓ Bi-weekly strategy calls
- ✓ Priority support access
- ✓ Customized workflows
- ✓ Enhanced reporting

Enterprise Solution

Built for Established Businesses
 30 dedicated support hours
 \$45/additional hour
 Monthly hours reset
 Core Services Include:

- ✓ All Growth Partner services
- ✓ Advanced business support
- ✓ Comprehensive project management
- ✓ Strategic planning assistance
- ✓ Custom process development

Additional Benefits

- ✓ Weekly strategy sessions
- ✓ VIP priority support
- ✓ Custom reporting
- ✓ Dedicated communication channel

03



Flexible Hour Bundles

One-Time Purchase Options

- 10 hours (\$650) - Valid for 90 days
- 20 hours (\$1,200) - Valid for 120 days
- 30 hours (\$1,710) - Valid for 150 days
- 40 hours (\$2,160) - Valid for 180 days

Perfect for: Project-based work or seasonal support needs

Add-On Options

Enhance Your Package

- Rush services available
- Catalyst Accountability Sessions
- Safety compliance support
- Technology solutions through HiTech Lives
- Customer service combinations

Transform Your Time Into Possibility
Let's discuss what package best fits your business goals.
→ Schedule Your Free Business Systems Audit Today

FAQs

Your Top Questions Answered

How do the virtual assistant hours work?

- Hours are allocated monthly and reset each billing cycle
- Unused hours don't roll over to the next month
- Additional hours available at package-specific rates
- Time is tracked in 15-minute increments
- Regular updates provided on hour usage

What's included in each package?

- Essential Support (\$550/10 hours): Basic administrative tasks, email management, calendar coordination
- Growth Partner (\$1,000/20 hours): All Essential services plus project management and marketing support
- Enterprise Solution (\$1,350/30 hours): Comprehensive support including strategic planning
- All packages include regular check-ins and progress reporting
- Custom solutions available for specific needs

How do you handle confidential information?

- Strict confidentiality agreements in place
- Secure file sharing and storage systems
- Partnership with HiTech Lives for enhanced cybersecurity
- Regular security updates and monitoring
- Compliance with industry privacy standards

What is your cancellation policy?

- 10-day notice required before next billing cycle
- Remaining hours can be used until cycle end
- No refunds due to digital/personalized nature of services
- Custom arrangements evaluated case-by-case
- Rush services cancellations handled separately

How do I get started?

- Schedule a free consultation
- Complete needs assessment
- Select appropriate package
- Complete onboarding process
- Begin with regular check-ins
- Adjustments made as needed based on your requirements

Let's Get Started

Transform Your Business Operations Today



Our Simple Process:

- ① Schedule Your Free Discovery Meeting
- ② Complete Our Needs Assessment
- ③ Select Your Perfect Package
- ④ Begin Your Transformation

CONTACT DETAILS

+1951-234-7346
info@thetaskalchemist.com

OFFICE HOURS

M - F 8:00am - 6:00pm PST
Sat. 11:00am - 3:00pm PST

SOCIAL MEDIA

@thetaskalchemist

Take the First Step Toward Enhanced Productivity

Schedule your free business systems audit (\$250 value) and discover how The Task

Alchemist can help you:

- Save up to 30% on labor costs
- Reclaim 5-15 hours of your valuable time weekly
- Streamline your operations
- Ensure safety compliance
- Scale your business efficiently

**Ready to Transform
Your Time Into
Possibility?**

**→ Book Your Free Business
Systems Audit**

For inquiries, visit
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