

EXECUTIVE ERRANDS® Document List
June 2014

Documentation	Unit Pricing	Group Pricing
General Documentation		
		\$100
The Entrepreneur's Ten Commandments	\$15	
Non Disclosure Agreement	\$15	
Guidelines to Hold Successful Goals Group	\$25	
Services Request Form (most important form)	\$50	
Policies & Procedures		
		\$100
Communicating with Clients	\$15	
Coordinating Service Providers (vendors)	\$15	
Protecting Client Privacy	\$15	
Absentee Home Check Process	\$15	
Receipt, Supplies, Petty Cash Policy	\$15	
Company Phone Policy	\$15	
Appearance & Behavior (Employees)	\$15	
Golf Cart Care	\$15	
Clients		
		\$75
Presentation Package		
		\$75
Welcome Letter Template	\$15	
Resume Template	\$15	
Client Profile Template	\$25	
Client Sign-Up Template	\$15	
Client Security Authorization Template	\$15	
Other Client Documents		
		\$110
Client Labels	\$15	
References Template	\$15	
Absentee Home Watch - Sales Pitch (or for Presentation Folder)	\$25	
Authorization for Key Transfers	\$25	
Request for Key Return	\$25	
Auto Release for Driving Form	\$25	
	(added August 1, 2014)	

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Service Providers (Vendors)		
Presentation Package		\$50
Welcome Letter Template	\$15	
Resume Template	\$15	
Request for Additionally Insured Template	\$15	
Service Provider Sign Up Template	\$15	
Other Helpful Documents (Service Providers)		
Sample Service Provider List	\$15	
Sample Services Upsell Recommendations (will vary depending on your business model)	\$15	
Service Provider Sales Tip Sheet	\$15	
Marketing & Networking (less the HOA)		\$100
Business Card Templates for Events (blanks for people who don't have Business Cards)	\$15	
Sales Pitches (Generic)	\$15	
Holiday Gift Certificate Template	\$15	
Holiday Flier Template	\$15	
Sales Pitch (Realtors)	\$15	
Gift Certificate Letter Template (Primary Home)	\$15	
Gift Certificate Letter Template (Secondary Home)	\$15	
Managed Community Documents (country clubs)		\$100
Key Points for BOD's	\$25	
Introduction to BOD's at Managed Communities	\$25	
Key Flier for Managed Communities	\$50	
Sales Pitch (HOA's)	\$25	
Human Resources		\$325
Job Application Sample (short form)	\$25	
Job Application Sample (long form)	\$25	
Help Wanted Ad Template	\$15	
Employee Profile (prehire assessment of willingness to do this job)	\$15	

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Documentation	Unit Pricing	Group Pricing
Independent Contractor/Employee Agreement	\$250	
Other Documentation		
Return Address Label Template	\$15	
Consulting Services		
Two (2) hour minimum - renewable in 2 hr blocks if desired (\$100/hr) --hours may be used an hour at a time, a half hour, in any way as agreed	\$200	
Webinars		\$1050***
Fee Setting Considerations	One hour	\$75
Goal Setting	One hour	\$75
It's all in the Details	One hour	\$75
Marketing & Networking Presentation	One hour	\$75
Marketing to HOA's and Realtors	One hour	\$75
Setting up Vendor Networks	Two hours	\$150
How to Write an Effective Business Proposal I	One hour	\$75
How to Write an Effective Business Proposal II	One hour	\$75
Business Models & Specialties	One hour	\$75
Creating Policies & Procedures	One hour	\$75
The Art of Delegation & Motivation	One hour	\$75
Hosting Events & Special Activities	One hour	\$75
Why Can't They All Be Naked? How To Get Over the Fear of Public Speaking	One hour	\$75
To Hire or Not To Hire - All about Employees	One hour	\$75
***If you buy the whole batch at once, you get one, one-hour webinar free - presentations spread over a few weeks		
Print Ads & Brochures (will require your own graphics person to modify - some are PDF, some are JPG)		
Current Brochure		\$200
Old Brochure		\$50
Inserts		\$25
Don't Leave Without Us		\$50
Simplify Your Life		\$50
Love Your Home Like Our Own		\$75
Feel At Ease (our current ad)		\$100
Articles (modify and sign) (articles you can use to publish in Chamber newsletters, local newspapers or other periodicals*)		
Many available - ask about topic - pricing varies but starts at \$200		
*may not be used for Press Releases or other National forums - local use only		

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