Business & admin support

CAD | Applicable taxes extra | Updated November 11, 2026

Essential Admin

From $199 CAD/month

4 hours or 8 simple tasks; one scheduled monthly batch.

Weekly Support

From $449 CAD/month

10 hours or 20 simple tasks; weekly review and updates.

Daily Coordination

From $899 CAD/month

20 hours or 40 simple tasks; queue checked on agreed business days.

Included scope & separate costs

All admin services share one combined allowance. Time or task limit, whichever comes first; revisions count. A simple task takes up to 30 minutes with complete inputs. No rollover. Bookkeeping, websites, advertising, software, technical takeoffs and payment collection are separate.

Packages have both time and task limits. Bookkeeping, ad spend, website builds and specialist technical work are separate. We record your approval of the exact quotation or invoice version and intended recipient before sending. You retain pricing and technical decisions and all homeowner payment handling.

What to send with your enquiry

The recurring tasks you want to delegate Your templates, process notes and preferred update cadence An approver and the systems we may access