Document tracking

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.

We track supplied information; we do not certify compliance or decide whether coverage or licences meet legal requirements.

What to send with your enquiry

Your current insurance, licence and other record list Expiry dates and source documents The person responsible for renewals and approvals