Scheduling & customer updates

CAD | Applicable taxes extra | Updated November 11, 2026

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 work within availability you authorize. We do not promise emergency dispatch, 24/7 coverage or technical advice to customers. Messaging costs are separate if applicable.

What to send with your enquiry

Your working calendar and appointment rules Service areas, visit lengths and travel constraints Approved message templates and escalation instructions