

ADMINISTRATIVE PACKAGES



Email Management
Calendar Management
Scheduling Meetings
Proof/Update Biography

BASIC



Email Management
Calendar Management
Scheduling Meetings
Proof/Update Biography
Invoicing
Rider Creation/Updates
Business Logo

INTERMEDIATE

MOST POPULAR



Email Management
Calendar Management
Scheduling Meetings
Proof/Update Biography
Invoicing
Rider Creation/Updates
Business Logo
Musical for Social Content
Professional Headshots
Content Creation

ADVANCED

Individual Services Available Upon Request

Email: LCreationsLLC@outlook.com for Consultation