

Executive Essentials

\$750 per month · Up to 10 scheduled service hours

For executives and professionals who want ongoing, client-directed remote administrative support.

What is included

- Calendar and appointment coordination
- Routine correspondence drafting and authorized inbox organization
- Travel research, approved bookings and itinerary preparation
- Remote meeting agenda and materials preparation using client-provided information
- Weekly progress and hours summary

Expected deliverables

- Updated calendar or appointment log
- Approved itineraries when requested
- Meeting materials checklist and client-supplied action tracker
- Weekly status report

How the engagement works

At onboarding, client and AKOMA agree on two or three priority workstreams. Client submits requests within scope, provides deadlines and approvals. The ten hours are a monthly total, not on-call coverage; unused hours expire at the end of each monthly service period.

Not included without separate agreement

Live meeting attendance, minute-taking and on-site executive assistance are available only by separate agreement and additional cost. No 24/7 inbox monitoring.

Standard terms

Package prices exclude travel time, mileage, parking, tolls, third-party purchases and vendor charges. When applicable, travel time is quoted individually and approved in advance; approved mileage is billed at the IRS standard business mileage rate in effect on the travel date. Additional approved service hours are \$85/hour. Routine requests are acknowledged within one business day during agreed service hours (not guaranteed completed within that time). Scheduled appointments require at least 24 hours' notice to cancel or reschedule; any applicable late-change charges must be agreed in writing. One reasonable consolidated revision round is included for defined project deliverables. AKOMA researches potential vendors using publicly available information and client requirements but does not guarantee independent contractors' work, availability, or results; clients make final selections and authorize spending.

Request a complimentary 20-minute discovery call: contact@akomaoffice.com