

Operations Reset

Starting at \$895 per project

For businesses improving one defined administrative workflow.

What is included

- Kickoff and review of one existing process
- Current-state workflow assessment and improvement recommendations
- Prioritized future-state action plan
- Up to two SOPs, checklists or practical templates
- One consolidated revision round and remote handover

Expected deliverables

- Findings and recommendations
- Current/future workflow summary
- Up to two process documents or templates
- Handover notes

How the engagement works

Proposal defines the workflow, required inputs, milestones, delivery date and any hour cap. Client supplies process information and consolidated feedback.

Not included without separate agreement

Software migrations, automation implementation, ongoing management and training are separately scoped.

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