

Personal Office

Starting at \$350 per project

For households and individuals seeking help with one defined administrative objective.

What is included

- Intake and written task priorities
- Research and comparison of a limited number of providers
- Appointment and vendor coordination with authorization
- Organize dates, contacts, confirmations and open items
- Final action checklist and handover

Expected deliverables

- Personal action checklist
- Provider or appointment tracker
- Closing summary and next steps

How the engagement works

Proposal specifies the number of requests, vendors, appointments, estimated hours and deadline. Client retains approval and purchase decisions.

Not included without separate agreement

Errands, driving, caregiving, cleaning, on-site work and ongoing property management are not included without separate agreement.

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