TECH SYSTEMS EXPERTS

SMALL BUSINESS OPERATIONS SUPPORT

Your business needs you. Every detail doesn’t.

A practical helping hand for the work behind the work.



Does your day feel like one long follow-up?

You answer the same team questions, search for scattered information and chase the next deadline. Tech Systems Experts helps turn those daily frustrations into clearer routines, organized tasks and useful updates.

Less chasing starts with better systems.

People & processes

Onboarding materials, training guides and written procedures give your team clearer instructions.

Projects & deadlines

Task trackers, scheduling and follow-up keep responsibilities and next steps visible.

Customers & communication

CRM organization, lead follow-up and inbox support help keep conversations organized.

Systems & reporting

Checklists, spreadsheets, workflow improvements and progress updates bring structure to daily work.

STARTER PACKAGE

$250 / month

Up to 10 hours of support each month.
Additional support: $30/hour with approval, billed in 30-minute increments.

A SIMPLE WAY TO BEGIN

Discuss priorities. Review current tools.
Agree on a plan. Begin work and review progress.

Services follow the agreed scope. Work is scheduled around deadlines and availability; hours cover completed work.

Start with what’s weighing on you.

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