TECH SYSTEMS EXPERTS

SMALL BUSINESS OPERATIONS SUPPORT

More order. Less chasing. Room to grow.

Practical support for the people, projects and everyday details that keep your business moving.



You shouldn't have to carry every detail.

As a business grows, follow-ups, deadlines and team questions can pull the owner away from customers. Tech Systems Experts helps create structure, organization and accountability so you can focus more attention on the work you do best.

DOES THIS SOUND FAMILIAR?

Tasks keep slipping. Information is scattered.
The team needs clearer direction.

HOW WE HELP

Support built around your priorities.

01 People & onboarding

Give your team a clearer start.

Onboarding checklists, training guides and written procedures help employees understand what to do and how to do it.

02 Projects & priorities

Keep important work moving.

Task trackers, deadline monitoring and team follow-up make responsibilities and next steps easier to see.

03 Customers & leads

Stay on top of the next conversation.

CRM organization and customer or sales-lead follow-up help keep inquiries and outstanding actions organized.

04 Calendars & communication

Bring the moving parts together.

Team scheduling, inbox organization and clearer internal communication help reduce scattered information.

05 Workflows & systems

Make repeat work easier to repeat.

Practical checklists, spreadsheets and process improvements turn everyday routines into usable systems.

06 Progress & accountability

Know where things stand.

Weekly or monthly updates show completed work, active tasks and items that need attention.

Start with the biggest bottleneck.

1. Discuss challenges and priorities.
2. Review current tools and routines.
3. Agree on a plan and begin priority work.
4. Review progress and next steps.

STARTER PACKAGE

$250 / month

Up to 10 hours of operational support focused on agreed priorities.

Additional support: $30/hour with client approval; billed in 30-minute increments.

Let's make the day-to-day easier.

Email DBoulware@TSECharlotte.com to discuss your priorities and request a service proposal.

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