



THE EXECUTIVE GRUPPE

Freedom - The ability to act and live without being subject to undue restraints and restrictions.

Are you free? - Most people if asked will say one of the greatest joys in life is having the freedom to spend with the ones they love most. However, how many of us find that time is lacking due to the daily demands of life? How can you get your work done, run your business and household and still have the quality and quantity time you long for with your family and friends?

The Executive Gruppe, LLC is a privately owned virtual professionals company designed to increase your personal freedom. To give you the time and resources you need to manage your business and personal life. We are business and lifestyle management specialist and will partner with you and offer affordable solutions that will help you not only be a huge success in business and in life but to take back your life and personal freedom.





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## ABOUT US

Executive Gruppe, LLC, an Alexandria Virginia based company, is a virtual business and lifestyle management firm. We are dedicated to providing the finest quality office and personal support for corporations, individuals, small businesses and entrepreneurs.

The founders of The Executive Gruppe LLC have 40 years of combined experience in business and lifestyle management, serving as Executive Assistants for high level and high profile executives, primarily in banking and private equity. By pooling our resources and experience together, we have created an organization using our talents to help people from all walks of life achieve their goals, manage their workload, increase productivity and manage their life.

As a women-owned company, we understand the demands placed on husbands and wives and fathers and mothers in the workplace and it is our sincere desire to lighten that load in a way that benefits not only our client-base but also the environment. We do this by providing services to our clients that allows them to free up their schedule. We partner with each client to determine what the particular needs of each client will be, what their goals are, and how we can help them reach those goals without sacrificing all of their time and money. By outsourcing projects and management duties to The Executive Gruppe, clients will have more time to focus on the things and people that matter most to them.

The Executive Gruppe works to make alliances with companies that value the impact telecommuting and outsourcing has on the environment. We believe that "living green" is more than simply a catchy slogan. As individuals and as a company, we strive to be environmentally conscious and responsible. From reducing our carbon footprint by telecommuting, to the amount and kind of paper that we use, to the vendors that we choose to work with, The Executive Gruppe considers the impact on the environment.

Our mission is to increase personal freedom for our clients and to help them and ourselves to sustain a happy and healthy lifestyle through work/life balance. Our values include integrity, loyalty, diversity and excellence. We are among the best in our industry, we are very proud of the work that we do and we enjoy it immensely. We are committed to our families, our clients, the environment, and to the virtual professionals industry. In all these areas, we offer our very best every time. Call us today to find out how our commitment to you will help attain more personal freedom and the life you deserve.







THE EXECUTIVE GRUPPE

## Media Room

This will contain links to press releases (First of which is EA's to Executives Our Story)







## THE EXECUTIVE GRUPPE

### SERVICES

#### Corporations

We offer corporate offices an alternative to or a partnering with an executive assistant. We arrange travel, prepare expense reports, schedule meetings, arrange sedan services, plan events, create and edit presentations, word documents and excel spreadsheets.

#### Small Businesses

Small businesses benefit from a variety of services from The Executive Gruppe such as Microsoft Office projects (Word, Excel and PowerPoint) accounting, bookkeeping, budgeting, IRS paperwork filing, meeting planning, advertising/marketing and more...

#### Entrepreneurs

We offer a soup to nuts package for start up companies which includes:

- IRS and State filing
- Creating and researching company names
- Domain searches for availability
- Research to see if business license is required in your state and help you file
- Logo and web design
- Start up marketing campaign
- Spanish translation services
- Accounting services
- Copywriting services

#### Individuals

The Executive Gruppe also offers services to individuals and families who are looking for a lifestyle management specialist. We care for everything from finding and managing household staff, scheduling, taking dictation, arranging travel and even ordering movie tickets.

Our rates are based on the services needed and we offer retainer packages as well as per project and hourly pricing. You may contact us for a free work analysis and quote. We will give you a detailed description of what we can do for you along with the rate you can expect to be billed. Our rates are affordable and our work is nothing less than excellent.







Open the door to increased personal freedom by contacting us today. We are anxious to get to work for you.

*Let him who would enjoy a good future waste none of his present.*

***Roger Babson***

For questions or quotes:

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