



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.

