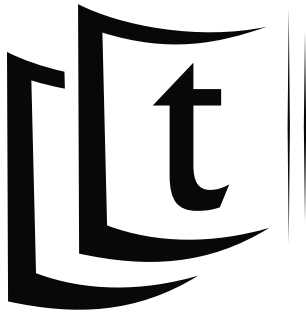




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SMME FULL BUSINESS SUPPORT PACKAGES

Our service packages are designed to help SMMEs outsource their administration, HR, payroll, bookkeeping, and marketing needs. Choose the package that matches your stage of growth.

Essential Package – Admin & Compliance Starter

R3,500 – R5,000 per month

✓ Best for: New/growing SMMEs who need compliance + admin basics.

Includes:

- • Company secretarial support
- • Basic HR compliance (contracts, policies, employee files)
- • Payroll setup
- • Bookkeeping (invoices, receipts, expense tracking, monthly reports)
- • Business email + document management setup
- • Social media page setup (Facebook/LinkedIn/Instagram)

Growth Package – Business Operations Support

R6,500 – R10,000 per month

✓ Best for: SMMEs scaling and hiring staff who need compliance + marketing.

Includes:

- • All from Essential Package
- • Full payroll management (monthly payslips, UIF/PAYE submissions)
- • HR support (recruitment assistance, onboarding, leave management)
- • Advanced bookkeeping (monthly management accounts, cash flow tracking)
- • VAT registration & returns support
- • Tender/proposal assistance (2 per month)
- • Social media management (8 posts/month)
- • Branded company profile design (PDF for tenders & clients)

Premium Package – Full Outsourced Office

R12,000 – R20,000 per month

✓ Best for: Established SMMEs who want to outsource Admin + HR + Finance + Marketing.

Includes:

- • All from Growth Package
- • Dedicated virtual admin assistant (emails, scheduling, meeting notes)
- • Advanced HR services (performance management, compliance audits)
- • Payroll compliance (UIF, PAYE, SDL, COIDA returns)
- • Comprehensive bookkeeping & financial reports (P&L, balance sheet, tax readiness)
- • Marketing support (12–16 social posts/month, newsletter, ad management)
- • Website design/maintenance + SEO basics
- • Market research & competitor analysis
- • Monthly strategy session with management

⚡ Optional Add-ons

- • B-BBEE certificate / affidavit
- • POPIA & data compliance support
- • Branding kit (logo, business cards, letterhead, signage)
- • Google Ads / Facebook Ads management (campaign-based)
- • Industry licensing (security, construction, healthcare, transport, etc.)