

 SERVICE	 DESCRIPTION	 PRICE	 TURNAROUND TIME
 1. Company Profile	Professional company profile showcasing your business, products/services, and value proposition.	R950	 3–5 Business Days
 2. Job Descriptions (3 Roles)	Well-structured job descriptions to clarify roles, responsibilities and performance expectations.	R850	 3–5 Business Days
 3. Organogram	Professional organizational structure showing reporting lines and departments.	R950	 2–3 Business Days
 4. Business Workflow	Workflow diagrams that map key business processes from start to finish.	R1,500	 5–7 Business Days
 5. Policies & Procedures (5 Policies)	Custom policies to ensure compliance, consistency and risk management.	R1,950	 5–7 Business Days
 6. Standard Operating Procedure (SOP)	Step-by-step procedures to standardize tasks and improve efficiency.	R2,500	 5–10 Business Days
 7. Administrative Support	General admin assistance (typing, data capture, document preparation, and more).	R250/hour	 As Agreed
 8. Startup Package	Ideal for startups – essential documents to get your business structured.	R2,500	 5–7 Business Days
 9. Compliance Package	Essential compliance documents to keep your business compliant and audit-ready.	R3,500	 5–10 Business Days
 10. Business Systems Package	Comprehensive package to build strong systems, improve efficiency and scalability.	R5,500	 7–14 Business Days

PACKAGE BREAKDOWN



STARTUP PACKAGE R2,500

- ✓ Company Profile
- ✓ Organogram
- ✓ 3 Job Descriptions



COMPLIANCE PACKAGE R3,500

- ✓ 5 Policies
- ✓ Organogram
- ✓ Employee File Templates



BUSINESS SYSTEMS PACKAGE R5,500

- ✓ Company Profile
- ✓ Organogram
- ✓ 5 Job Descriptions
- ✓ 2 Workflows
- ✓ 5 Policies



PROFESSIONAL QUALITY
High-quality, customized solutions for your business.



SME FOCUSED
Solutions designed specifically for SMEs.



RELIABLE & TIMELY
We deliver on time, every time.



ONGOING SUPPORT
We are here to support you every step of the way.



Let's build a better, stronger and more compliant business together.



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Central Admin Solutions