



## SIMPLIFY YOUR WORKDAY: VIRTUAL ASSISTANT SERVICES FOR TRADIES

Running a trade business is tough—you're on the tools all day and drowning in admin at night. That's where we come in.

Our Virtual Assistant services handle your invoicing, quotes, scheduling, and cash flow, so you save time, stay organised, and keep jobs moving.

We take care of the paperwork—you focus on the work.



Initial Setups



Admin Support



Bookkeeping & Payroll



Scheduling Jobs &  
Calendar Management



Want to know more? *Contact our experts.*

1300 454 174 | [carbongroup.com.au](http://carbongroup.com.au)

# Virtual Assistants For: TRADIES & CONSTRUCTION



Setting up your systems early keeps your business running smoothly as it grows. The more work you take on, the more admin piles up—leading to stress and lost profitability. By getting organised now, you'll save time, reduce admin burdens, and stay in control.

## Initial Setups (Pricing depended on scope)

Accounting Software – Get the right system in place to track finances easily.

Payment & Job Flow Management Systems – Keep jobs running smoothly from start to finish.

Website – Build your online presence and attract more customers.

Trade Account Setup – Assistance with Bunnings, RESA, Reece and other suppliers.

Insurance Setup Assistance – Protect your business with the right coverage.

## Weekly Packages

		Basic 2.5 hours	Standard 5 hours	Premium 10 hours	Ultimate 20+ hours
<b>Ongoing Admin Support</b>	Summary call / daily / weekly etc	✓	✓	✓	✓
	Phone	✓	✓	✓	✓
	Emails	✓	✓	✓	✓
	Invoicing customers	✓	✓	✓	✓
	Managing leads from website, social media ect.	✓	✓	✓	✓
	Tools purchasing support (e.g., purchasing assets off yourself)	x	✓	✓	✓
<b>Bookkeeping</b>	Subcontractor super recording and payments eg Charge Statements	x	x	✓	✓
	Bill payments (ABA files)	x	x	✓	✓
		<b>\$150 p/w</b>	<b>\$275 p/w</b>	<b>\$500 p/w</b>	<b>From \$900 p/w</b>

## One Offs (Pricing available upon request)

Insurance renewal

Collation of tax return information to liaise with your accountant at end of year.

## Other key areas to consider - Ask us how we can help

Accounting & Tax, Finance & Lending, Wealth Management, Business Insurance

Legal Agreements, Marketing, IT Infrastructure

*We're here to help!*

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