Administrative Support Services

Illustrative service and price list

This fictional business offers remote administrative support. The example shows a simple service list with clear pricing and instructions for requesting work. These are sample prices, not additional services offered by Oasis.

Service	Price in USD
Basic desk support	$45
File organization	$60
Monthly update	$90

How to request support

Describe the task and your preferred deadline. The business confirms the work included, final price, and delivery date before beginning.

Before work begins

The written scope identifies the agreed tasks and deliverables. Additional work is discussed and priced separately.

About this sample

This is a fictional portfolio example from Oasis. Customer versions use the customer's own business name, contact details, prices, and approved wording.