

PROFESSIONAL SUPPORT TO CREATIVE PROFESSIONALS



THE ALL-IMPORTANT FINE PRINT

Unless arranged prior the following costs, if incurred, will be added to your invoice:

- Vehicle mileage
- Hardware (CD's, memory sticks, etc)
- Printing/photocopying/scanning
- Specific stationery requests
- Postage and packaging, or courier fees
- International phone calls

Payment terms

- Full payment is due on receipt of invoice OR prior to commencement of work - please check your Proposal document and Contract for details specific to your project. Please remember **Love of Home** is a small business too.
 - A surcharge will apply on weekends and public holidays.
 - Overdue invoices will incur a late payment fee of 7.5% (+ GST if applicable) per month from invoice date.
 - Where your account is referred by **Love of Home** to a debt collection agency/lawyer for recovery you are then liable for all reasonable fees applied to that recovery process.
- Payment options
- Online banking
 - MasterCard or Visa
 - PayPal
- (Note: PayPal transaction fees apply)

ABN: 18 860 892 028

Love of Home is not currently registered for GST - all our clients will be notified a minimum of 30 days in advance of any changes to this.

Specialist Administrative Support and Management

Love of Home provide skilled and experienced administrative support and management - our rates vary according to the tasks you need assistance with.

We're always happy to put together a package tailored to you to save you even more \$.

Some clients need support every day of the week, some just one or two days a week. Some need 10 or more hours a week, some just need one or two hours a week. Every business is different.

Online Business Management

As your Online Business Manager **Love of Home** join your team to give your business the very best in support - packages are available to suit each different business's needs.

The Online Business Manager keeps all the balls in the air and harmoniously combines the major functions of the business (sales, marketing, operations, and finance), runs the organisation, and manages day-to-day issues. This role is literally the glue that holds the people, processes, systems, and strategy of the business together.

Business Babysitting

As a busy creative professional we're sure you're like most and need a holiday but can't afford to take the time away from your clients and your business!

Talk to **Love of Home** about how we can look after your business while you're taking a break!

Answering phone calls and replying to emails, and many other tasks we can complete for you while you enjoy the time away.

We believe it's important that you come back refreshed with clients and customers waiting for you, rather than returning needing to start over in trying to find new work!

Business Babysitting packages start from just \$100 per week.

Note: For all rates and packages please see exclusions and additional charges in the fine print.

Have you checked out ivy ?

Ivy is the fastest-growing business management platform for design firms. Ivy brings the trade industry into the modern age by streamlining and automating a design firm's workflow and business operations, including procurement, client billing, supplier purchasing, and time tracking. U

training direct from Ivy and is an Aussie VA right here to work with you getting the most out of this amazing program that designed for design professionals just like you! And ... signing up to Ivy with Jodie she has a 20% discount on Ivy packages just for you! Gotta love that!