

EK Office Solutions

Bookkeeping & Business Support Services



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Introduction



Welcome to **EK Office Solutions**! We specialize in transforming chaos into clarity—delivering expert inventory systems, financial cleanups, and operational strategies that empower small businesses to thrive with confidence and control.

15+ Years of Cross-Industry Experience

From construction sites to hospitality floors, Elise Karl brings deep operational insight that translates into tailored, effective solutions

30+ Platform-Proficient & Rapidly Adaptive

Mastered 30+ business systems including QuickBooks, NetSuite, AGRIERP, Sage, Google Workspace, Chief Architect, 2020 Design, SketchUp, and custom CRMs—streamlining operations, financials, design workflows, and client systems with precision and speed. Known for learning new platforms in days, not weeks..

Up to 40% Reduction in Admin Overhead

Clients report major time savings after implementing Elise's streamlined systems for inventory, payroll, and document management.

Company Overview



About Us

EK Office Solutions is a bookkeeping and business support service company founded by Elise Karl, dedicated to empowering small businesses through strategic clarity and financial precision. With over two decades of experience across construction, hospitality, and creative industries, we specialize in transforming back-office chaos into streamlined systems that fuel confident growth and lasting impact. From inventory cleanups to client onboarding workflows, EK delivers tailored solutions that restore order, elevate operations, and drive long-term success.

Mission

Our mission is to empower small businesses with operational clarity, accurate financial systems, and tailored support that drives confident decision-making and sustainable growth.

Vision

Our vision is to be the trusted backbone of small business success—known for precision, empathy, and transformative operational support. We strive to set a new standard by combining strategic insight with hands-on expertise, empowering entrepreneurs to build efficient, resilient businesses.

To the Entrepreneur Who Does It All



Elise Karl
Founder & Owner

Hello!

Dear Small Business Owner,

Thank you for your interest in EK Office Solutions. I'm Elise Karl, founder and lead consultant, and I'm excited to share how we can support your business with practical, cost-effective solutions—without the overhead of hiring another full-time employee.

With over a decade of experience in operations, HR, bookkeeping, and creative services, I've helped small businesses streamline their systems, improve compliance, and build scalable infrastructure. From managing full-cycle financials to designing branded client materials, my goal is always the same: to bring clarity, consistency, and care to your operations.

Attached, you'll find a detailed overview of our services and pricing across the following areas:

- Bookkeeping & Financial Reporting
- Inventory & Inventory Management
- Client-Facing Resources
- Custom Design Solutions
- File & Organizing Systems
- On-Call & Retained Office Assistant Support

Each offering is designed to be flexible and tailored to your workflow, whether you need one-time setup or ongoing support. And if you don't see exactly what you're looking for in this packet—please reach out. We're happy to explore custom solutions that fit your needs.

EK Office Solutions exists to help small businesses thrive without breaking the bank. Let's build something that works for you.

Warm regards,

Elise Karl

Founder, EK Office Solutions

Our Services

Bookkeeping | Financial Reporting | Financial Analysis

EK Office Solutions delivers precision, clarity, and strategic insight across every financial touchpoint. Services are tailored to your business size, industry, and goals—with flexible packages and hourly rates available

Bookkeeping Services

Service	Description	Estimated Pricing
Full-Cycle Bookkeeping	Monthly transaction entry, categorization, and reconciliation	\$250-\$1,200/month
Accounts Payable (AP)	Vendor bill entry, payment, scheduling, and tracking	\$150-\$500/month
Accounts Receivable (AR)	Invoicing, payment follow-up & follow up tracking, and aging reports	\$150-\$500/month
Payroll Processing	Payroll setup, processing, and tax filings	\$200-\$600/month
Bank & Credit Card Reconciliations	Monthly reconciliation of accounts	\$100-\$300/month
QuickBooks setup & cleanup	Chart of accounts, historical data, import, file optimization	\$300-\$900/month
Monthly Close & Reporting	Finalizing books, preparing summaries for review	\$250-\$750/month

Our Services

Financial Reporting & Financial Analysis

Service	Description	Estimated Pricing
Budget vs actual tracking	Monthly variance analysis and reporting	\$150–\$400/month
KPI development & tracking	Identifying and reporting key performance indicators	\$250–\$600/setup + \$100–\$300/month
Audit prep & documentation	Organizing records and supporting documentation for review	\$500–\$1,500/project
Cash flow forecasting	Short- and long-term projections with scenario modeling	\$300–\$900/project
Break-even & margin analysis	Cost structure review and profitability insights	\$250–\$700/project
Strategic financial planning	Multi-year planning aligned with business goals	\$500–\$1,500/project
Financial health assessments	One-time or quarterly review of financial position	\$300–\$800/report



Our Services

Inventory & Inventory Management Services

EK Office Solutions helps businesses maintain accurate, efficient, and scalable inventory systems—from setup to reporting. Whether you're managing raw materials, finished goods, or multi-location stock, we tailor solutions to fit your workflow and growth goals.

Inventory Services

Service	Description	Estimated Pricing
Inventory setup & system design	Initial configuration of inventory tracking systems	\$400–\$1,200/project
Product catalog creation	SKU assignment, descriptions, categories, and pricing integration	\$250–\$600/project
Vendor & item master cleanup	De-duplication, standardization, and reclassification of records	\$250–\$800/project
Barcode & labeling coordination	Setup and coordination of barcode systems and labeling workflows	\$200–\$500/project
Inventory SOP development	Custom standard operating procedures for inventory workflows	\$300–\$700/project
Item classification strategy	Organizing inventory by type, usage, or valuation method	\$250–\$600/project
Inventory system audit	Review of current systems for accuracy, efficiency, and gaps	\$400–\$900/project

Our Services

Inventory Management

Service	Description	Estimated Pricing
Cycle counts & reconciliation	Scheduled counts, variance analysis, and adjustments	\$150–\$500/month
Inventory reporting & dashboards	Real-time stock levels, reorder alerts, and valuation reports	\$200–\$600/report
Inventory forecasting	Demand planning, reorder point analysis, and seasonal trends	\$300–\$900/project
Multi-location tracking	Setup and oversight of inventory across warehouses or retail sites	\$400–\$1,000/project
Shrinkage analysis	Loss tracking, root cause identification, and prevention strategies	\$250–\$700/project
Reorder point optimization	Calculating ideal reorder levels to prevent stockouts or overstock	\$250–\$600/project
Inventory valuation support	Assistance with FIFO, LIFO, weighted average, or specific ID methods	\$300–\$800/project
Inventory valuation support	Ensuring inventory practices meet industry and regulatory standards	\$350–\$900/project

Our Services

Client-Facing Content Creation

EK Office Solutions helps businesses craft engaging, branded content that connects with clients and drives visibility. Whether you're launching a campaign or refreshing your outreach, we deliver materials that reflect your voice and values.

Content Creation Services

Service	Description	Estimated Pricing
Newsletter design & formatting	Branded email newsletters with layout, copy, and call-to-action setup	\$250–\$600/project
Monthly newsletter management	Ongoing content creation, scheduling, and performance tracking	\$300–\$800/month
Promotional flyer creation	Print-ready or digital flyers for events, offers, or announcement	\$200–\$500/project
Social media post template design	Branded graphics and templates for platforms like Instagram, Facebook	\$150–\$400/project
Social media content writing	Captions, hashtags, and post creation tailored to audience and platform	\$300–\$850/month
Campaign launch kits	Coordinated assets for product launches or seasonal promotions	\$400–\$900/project
Brand voice & messaging guide	Foundational guide for tone, style, and client-facing language	\$300–\$700/project

Our Services

Client-Facing Resources

EK Office Solutions supports businesses in creating polished, professional, and people-centered materials that build trust, improve communication, and elevate brand presence. From onboarding packets to branded templates, we help you deliver clarity and consistency across every client touchpoint.

Client Facing Resources

Service	Description	Estimated Pricing
Onboarding packet creation	Custom welcome packets with policies, FAQs, and branded materials	\$200–\$800/project
Branded proposal templates	Editable templates for service proposals, quotes, and contracts	\$50–\$600/project
Client intake forms	Digital or printable forms for gathering client info and preferences	\$50–\$400/project
Service menus & pricing sheets	Clear, branded breakdowns of services and pricing	\$75–\$500/project
Client communication SOPs	Standardized scripts and email templates for client interactions	\$50–\$600/project
Feedback & testimonial systems	Setup of surveys, feedback forms, and testimonial requests	\$75–\$500/project
Branded invoice & receipt templates	Custom invoice formats with logo, terms, and payment instructions	\$75–\$400/project

Our Services

File & Organizing Services

EK Office Solutions helps businesses create order, clarity, and accessibility across digital and physical systems. Whether you're managing client records, internal documents, or operational workflows, we build structures that support efficiency and growth

File & Organizing Services

Service	Description	Estimated Pricing
Digital file organization	Folder structure, naming conventions, and cleanup across platforms	\$150–\$800/project
Shared drive permissions & access	Setup of team access, roles, and security protocols	\$50–\$500/project
Document retention systems	Archiving, purging schedules, and compliance-based retention plans	\$150–\$700/project
Physical file system design	Cabinet labeling, folder setup, and workflow mapping	\$150–\$600/project
File migration & consolidation	Moving files between systems, deduplication, and centralization	\$150–\$900/project
SOP for file management	Standard operating procedures for consistent file handling	\$250–\$600/project

Our Services

On-Call & Retained Office Assistant Program

EK Office Solutions offers flexible support through our On-Call and Retained Assistant Program, designed for businesses that need reliable, professional help without the overhead of full-time staffing. Whether you need occasional coverage or consistent weekly support, we tailor services to fit your operations.

Assistant Program Services

Service	Description	Estimated Pricing
On-call administrative support	As-needed help with scheduling, email, data entry, and task follow-up	\$40–\$65/hour
Retained assistant (weekly block)	Reserved hours each week for ongoing support	\$150–\$1,200/month
Inbox & calendar management	Email triage, scheduling, and meeting coordination	\$150–\$400/month
Document prep & formatting	Reports, proposals, SOPs, and branded templates	\$100–\$600/project
Vendor & client follow-up	Calls, emails, and tracking for service coordination	\$150–\$500/month
HR & onboarding assistance	New hire paperwork, orientation packets, and scheduling	\$250–\$700/project
Task tracking & status reporting	Weekly updates, checklists, and progress summaries	\$200–\$500/month

Our Services

Custom Design Solutions

We specialize in custom design services that blend creativity with precision—tailored to meet your vision and project needs. Whether you're planning a renovation, building from scratch, or refining your space, we offer flexible options across landscaping, cabinetry, interior design, and blueprint development.

Custom Design Services

Service	Description	Estimated Pricing
Landscape design planning	Conceptual layouts, plant selection, and hardscape integration	\$100–\$800/project
Cabinetry layout & design	Custom cabinet configurations, finish selection, and space optimization	\$100–\$900/project
Blueprint development	Drafting floor plans, elevations, and technical drawings	\$200–\$900/project
Space planning & flow optimization	Functional layouts for residential or commercial spaces	\$200–\$900/project
Design report with templates & pricing	Comprehensive design summary with branded templates and estimated costs	\$50–\$1,000/project

Client Onboarding



- 1 Initial Consultation**
 -  We schedule a meeting to discuss your goals, needs, and expectations.
- 2 Proposal Presentation**
 -  We present our tailored proposal, including pricing and project details.
- 3 Assignment Kick-Off**
 -  Once you approve the proposal, we initiate the assignment and introduce you to your dedicated team.
- 4 Regular Updates**
 -  We provide regular progress updates and milestones.
- 5 Project Completion**
 -  Upon project completion, we deliver a comprehensive final presentation outlining all work completed, along with any necessary training to ensure smooth implementation and long-term success.
- 6 Ongoing Support**
 -  We offer post-launch support and assistance as needed.



EK Office Solutions

Bookkeeping & Business Support
Services



Contact Us



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