

WHAT WE OFFER

We offer three tiers of support:

1

We provide high-quality virtual assistance to keep your day-to-day operations running smoothly. Services include email and calendar management, meeting scheduling and coordination, document preparation and organisation and general administrative support

2

For businesses needing structured support beyond admin tasks, this level ensures efficiency and organisation at scale. Services include workflow and process optimisation, project coordination and team support, policy and procedure documentation, client onboarding and operational streamlining

3

Bringing leadership-level insight to help businesses grow and operate effectively. Services include business planning and strategy development, KPI tracking and performance management, stakeholder engagement, change management, process improvement, and high-level operations and leadership support.

WHY CHOOSE US?

Your business success is at the heart of everything we do. Whether it's handling essential admin, streamlining operations, or providing strategic guidance, we tailor our support to help your business run efficiently and grow with confidence.



Abi is a seasoned operations and finance leader with a passion for empowering businesses to grow and thrive, with two decades of experience in both public and private sectors.



Abi brings hands-on leadership and a results-driven mindset to every project, ensuring that your business not only grows but thrives.



From managing multi-million-pound budgets and delivering statutory accounts to driving innovation in fast-paced startups, her background is built on a commitment to efficiency, collaboration, and integrity.

STREAMLINE | STRATEGISE
EMPOWER | GROW



GET IN TOUCH

07495 958760

www.ahexecsupport.co.uk

ahexecutivesupport@icloud.com



OUR PRICES

We offer three tiers of support based on each organisations unique requirements.

Tier One support is offered at an hourly rate of £40. A discount of £10 per hour is applicable to all non-profit entities.

Tier Two Support is offered at an hourly rate of £50 per hour. Again, a £10 per hour discount is applicable to all non-profit entities.

Tier Three support is offered at an hourly rate of £60 per hour. The same £10 per hour discount is available for non-profit entities.

HOW WE WORK

AH Executive Support works on a fully remote basis, and will meet via any online meeting platform, to suit the client.

For clients within a 15-mile radius of Milton Keynes, face-to-face meetings can be arranged if required.

It is strongly advised that where possible, a retainer agreement is put in place, allowing you as the client to 'draw down' on the number of hours purchased. This guarantees my availability for you.

The minimum number of hours for a retainer agreement is 3 per calendar month. And the client is required to give two full month's notice to withdraw from the agreement.

Please note, AH Executive Support is not currently VAT registered.

THE CLEAR CHOICE

In today's economic climate, AH Exec Support provides expert business acumen on demand—available on retainer or as needed—empowering your business with strategic, operational support without the overheads of a full-time team. Our services drive efficiency, growth, and success.

