

Service Categories

Let's Get Down to Business	Marketing & Promotions	Financial & Legal	Personal/Lifestyle
Email Management	Business Card, Email Signature & Letterhead Design	Bookkeeping	Bill & Expense Payment Reminders
Presentation Services	Brochures, Flyers & Posters	Accounting	Curated appointment scheduling & reservations
Calendar Management	Digital Marketing Graphics & Stock Photography	Canadian Tax Prep	Moving Assistance
File Digitization	Invitations, Postcards, Banners	Invoicing	Travel Planning
Cloud Storage Organization	Logo Design	Bill Payment	Home Organization (Calgary Only)
Procedure Creation & Documentation	Social Media Management	Procurement	Gift Curation
Remote Project Management	Website Creation & Maintenance	Sales Reporting	Personal Calendar Management & Event Reminders
Contracts	Podcasting	Invoice Follow Up	Personal Email Management
Onboarding of new clients and/or employees	Promotional Product Design	Expense Reporting	Vacation Planning
Customer Service	Blogging	Bank & Credit Card Reconciliation	Personal Shopping (online only)
Customer Retention Program Development	Remote Event Coordination	Payroll, GST & GL filing	Personal Cloud Storage Organization
RFP Creation and Tender Management	Branding Development	Incorporation Services	Personal Social Media Management

Our pricing packages are designed by the hours needed and allow you can choose what services are desired as needed. If you don't see what you're looking for our team is here to help, please reach out to us and let us know how we can better assist you.

Thank you for supporting a small Canadian, LGBTQ2+ & Women Owned Business.

The Organized Keener Inc.

www.theorganizedkeener.ca

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