

YOGADMIN



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Time It's your most important resource

Let Yogadmin save you time so you can focus on what's important to you; we provide flexible administration and consultation services for yoga teachers and retreat facilitators.

From retreat organisation, systems management, and industry insights to bookkeeping, flyer design, and website updates. Our expertise and varied experience mean there are a wealth of tasks and support we can offer you as a teacher, studio, or business.

We specialise in

Whether it's taking on all those administrative tasks you aren't experienced in, don't enjoy or simply have no time for, or streamlining processes such as client bookings to be as efficient as possible, we can help. Here are some of the things we offer;

- Streamlining admin processes with systems and automation.
- Advice on organisation, time management & efficiency
- Being a team member for accountability and support
- Retreat organisation and venue research
- Implementing platforms for bookings, on demand, courses and memberships
- Website updates, blog publishing and e-commerce
- Newsletter preparation and template design
- Landing pages and lead magnet creation
- PA, diary management and client correspondence
- Invoicing, bookkeeping and financial record management
- Preparation of self assessment tax returns and VAT returns
- Online surveys, forms and e-signatures
- Social media graphics, flyer and e-book design

That's not all - book a call to see what else I can help you with. Head to www.calendly.com/yogadmin to get started

Our Services & Pricing

At Yogadmin we know (and love) that everyone works differently so we have a variety of services and pricing available and pride ourselves on working flexibly with each client.



One-to-One

The equivalent to a private yoga class. You have my undivided attention and what we work on together is 100% up to you. Perfect if you're not sure what you need support with or want to focus on something specific.

We can review your business & goals, your time management & efficiency, your systems & admin processes, your finances & tax status or your website & communications. Choose a general review, a Sixty Minute Streamline is great for this, or focus on a specific area such as implementing a new offering. We can even walk through a particular process or tool so you better understand how to use it.

SIXTY MINUTE STREAMLINE £99

90 MINUTES £129*

HALF DAY £299 (4 HOURS)**

FULL DAY £499 (7 HOURS)**

*Prices for sessions taking place online or in W5 / W13 / W7. Additional travel costs apply if you would prefer the session to take place in person at a location of your choice.

**Prices for in-person sessions including travel in London. If travel time is more than 2 hours, then additional travel costs apply.



Packages

Just like a drop-in yoga class - you choose the style and when it's convenient for you. Get the help you need when you need it, perfect for one off projects or less regular tasks.

Choose a package of flexible hours or something more specific such as a Mailing System Set-Up (we recommend MailerLite) or Tax Return. They can be used as a starting point to get you set-up and ready before continuing with a membership, or as a standalone such as during tax season.

3 HOURS £125

6 HOURS £230

10 HOURS £340

TAX RETURNS

SUBMISSION ASSISTANCE £109

TAX RETURN PREP & SUBMISSION £209

MAILING SYSTEM SET-UP

EMAIL TEMPLATE & WELCOME FROM £349

LANDING PAGE, EMAIL TEMPLATE & SEQUENCE FROM £499

Additional packages, including bespoke packages, are available on enquiry



Memberships

The best value, much like a studio membership - you want a regular relationship to support your growth. Perfect for regular tasks and having the support of a team member without the commitment and cost of an employee.

MONTHLY MEMBERSHIP: Choose 3, 6 or 10 hours of flexible admin support per month.

3 HOURS £115

6 HOURS £210

10 HOURS £315

- If you haven't used all of your time then it will be rolled over to be used the following month.
- If you have a busier month or bigger project you can purchase extra time at a reduced hourly rate.
- There is a 3 month minimum agreement, which converts into a rolling membership with a 30 day cancellation notice period.

ANNUAL MEMBERSHIP: The best value and more flexible than the monthly membership with a fixed rate for the year. Choose 3, 6 or 10 hours of support per month, the payments are taken monthly, but you are committed for 12 months.

3 HOURS £110

6 HOURS £205

10 HOURS £310

- If you have a busier month or bigger project you can purchase extra time at a reduced hourly rate.
- If required you may take one 30 day break during each 12 month period.

Sixty Minute Streamline £99

Book a Sixty Minute Streamline session with Yogadmin to work out where you can save time on your business admin. You will come out of this session with:

- Clarification on the tasks in your business that you can streamline, automate or outsource
- Recommendations of which systems, processes or people would help you achieve this
- All your admin questions answered



Tax Return Submission Assistance £109

Take the worry out of your self assessment tax return with experienced support from Yogadmin. Includes:

- Advice on allowable expenses and record keeping
- Double checking your calculations are correct
- Step-by-step guidance through the online submission process

Upgrade to include the preparation of an income and expenses calculation spreadsheet and receipt organisation for £199.



How it works

Say hello! Book a discovery call or drop me an email to get the ball rolling. We'll get to know each other a little more and discuss your business and support requirements in more detail.

If we are a good fit then we will decide which service is the best for you and what your goals are. Initially, this may require a meeting (on Zoom or in person) or one of my One-To-One sessions.

We will then work together closely to put the necessary processes in place to get your tasks completed. This may include granting access to the systems you use, sharing brand resources and providing content or guidelines. We will be in regular contact via email, WhatsApp and phone/video calls.

"Working with Yogadmin has been one of the greatest blessings in my business. Melissa's efficiency, attention to detail, and genuine care make everything run smoothly. I've tried virtual assistants before, but nothing compares to her competency and thoughtfulness. She has been instrumental in my growth, and I am truly grateful for her support."

Jeff Lester, Jefe Living

"Yogadmin has been such an amazing support for us. Being able to hand over tasks to someone who understands our business has been a game changer. From making sure accounts are up to date, assisting with website updates, newsletters or ad hoc client support, Melissa works faultlessly and efficiently. Also having the option for design services with Sara has been the perfect combination for our business."

Talita, Ravi Yoga

