

Starter Pack — 10 Hours of Support

Flexible, no-commitment virtual support for small businesses and solo professionals.

€350 per pack

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What Is This Service?

The Starter Pack gives you 10 hours of professional virtual support to use however you need with no long-term commitment and overhead. Perfect for one-off projects, busy periods, or testing whether working together is the right fit.

Who Is It For?

- Small business owners with occasional administrative needs
- Solo professionals launching a project or campaign
- Startups in early stage needing temporary operational support
- Anyone who wants to try working with Hartona before committing to a retainer

What can the hours be used for?

- Email drafting and inbox management
- Calendar scheduling and meeting coordination
- Research tasks (market, competitor, supplier)
- Document formatting and preparation
- Basic data entry and spreadsheet organization
- Presentations and summaries
- Social media strategy and content creation
- Travel research and itinerary preparation
- Event logistics support
- Any other administrative or coordination task

How It Works Process

Step 1 Purchase & Brief

- Purchase the pack and complete a short onboarding form (5 min)
- Brief kickoff call (15 min) to align on tasks and priorities

Step 2 Work

- Submit tasks via email, WhatsApp, email, or shared task board
- Hours tracked transparently
- Updates provided as tasks are completed

Step 3 Wrap-up

- Summary of completed tasks and hours used delivered on pack completion
- Option to purchase additional pack or upgrade to monthly retainer

Timelines & Validity

Pack validity	60 days from purchase
Minimum task size	30 minutes
Response time	Within 1 business day
Hours tracking	Shared Google Sheet
Rollover	Unused hours do not roll over after 60 days
Scheduling	Tasks submitted Mon–Fri, executed within 24–48h

Pricing

Starter Pack — 10 hours	€350
Double Pack — 20 hours	€650 (save €50)
Additional hours (top-up)	€38/hour
Upgrade to retainer	Pack value deducted from first month
Payment	Full payment upfront bank wire

Standards & Best Practices

- Every task logged with start time, end time, and description
- All work delivered in the format agreed at kickoff
- Confidentiality maintained, NDA available on request
- Clear communication on any task that may exceed estimated time, before proceeding