

PRICE GUIDE



CLERRA.UK
INFO@CLERRA.UK
WHATSAPP: 07947350992



CLEERA - PRICE GUIDE

£25 Per Hour, Minimum 1 Hour

We are Clerra, formerly known as Hans Admin Services, where we leverage over a decade of experience in administrative support and virtual assistance to elevate your business. Our mission is to deliver outstanding, tailored services that streamline your operations and boost productivity.

We aim to be your reliable partner, prioritizing quality, efficiency, and the development of strong relationships. Let us handle the details so you can concentrate on what truly matters for your success.

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Bronze Package

10Hrs Per Month

£250

Our Bronze Package offers 10 hours of light-duty administrative work per month, perfect for small tasks that keep your business running smoothly. Whether you need help with scheduling, data entry, or basic customer support, our dedicated team is here to assist you. Enjoy the peace of mind that comes with knowing your administrative tasks are handled efficiently, allowing you to focus on what you do. Get started today and experience the support you deserve!



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Silver Package

20Hrs Per Month

£400

Introducing our Silver Package: 20 Hours Per Month, to streamline your daily administrative tasks. This package is perfect for businesses seeking efficient support to manage routine operations, allowing you to focus on what truly matters. With 20 hours of dedicated assistance each month, you can ensure that your administrative needs are met with professionalism and reliability. Elevate your productivity simplify your workflow today!



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Gold Package

40Hrs Per Month

£740

Introducing our Gold Package, designed for those who require comprehensive support with 40 hours of service per month. This package is perfect for ongoing projects and ensures that you the timely assistance you need to keep your operations running smoothly. Whether it's troubleshooting, updates, or enhancements, our dedicated team is here to provide consistent, reliable support tailored to your needs. Share your experience with our Gold Package and enjoy peace of mind knowing that expert help is just a call away.



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Social Media Management

£25 Per Hour

We take the stress out of staying consistent online. Our Social Media Management service includes content planning, post creation, scheduling, and engagement support tailored to your brand voice and goals. Whether you're building visibility, growing your audience, or simply want a professional presence without the daily hassle — we've got it covered.

Packages available.



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Social Media Management Packages



Basic Support

£250 – £500/month

- Includes: Light scheduling, image uploads, repurposing content, 1–2 platforms
- Best for: Clients who provide content and just need help posting consistently



Mid-Level (Content + Engagement)

£500 – £1,000/month

- Includes: Caption writing, hashtag research, basic graphics (e.g. Canva), light engagement
- Best for: Small businesses or solo brands looking to grow without DIYing



High-Touch / Strategic Management

£1,000 – £1,800+/month

- Includes: Content strategy, reels/stories, community management, analytics, multiple platforms
- Best for: Businesses ready to scale or wanting to fully hand off their social presence



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Webiste Building/Management

£500

(Flat Rate, inc 12 Months website Domain)

Not sure what a domain is or how to manage it? No worries — we've got it covered. We handle everything from buying your domain name to making sure it stays active and connected to your website and email. No confusing settings, no missed renewals — just a smooth, stress-free setup that works.



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Email Domain Management

£8 per month
(Includes up to 3 email accounts)

Not sure what a domain is or how to manage it? No worries — we've got it covered. We handle everything from buying your domain name to making sure it stays active and connected to your website and email. No confusing settings, no missed renewals — just a smooth, stress-free setup that works.



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Basic Day-by-Day

£100 per Day

Need an extra pair of hands for just a day or two? Our flexible daily support is perfect for when you need help on an ad-hoc basis — whether it's a busy launch, inbox overload, or just ticking off your to-do list. Book by the day (up to 5 hours), no long-term commitment needed. Simple, efficient, and ready when you are.



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Bespoke Bundle

Looking for support across multiple services? We offer custom bundles tailored to your specific needs. Combine any of our services — from admin and social media to website updates and day-to-day support — and we'll build a personalised package just for you. Let's chat and create a solution that fits your business and budget.



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