BASIC PLAN
TASK AND FLOW

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Welcome to Basic Plan!

At Task & Flow, we know running a small business or team can be overwhelming—especially with admin tasks. Our Basic Plan offers flexible, professional support for solo entrepreneurs and small teams—no full-time hire needed. Stay organized and focused with simple task submissions.
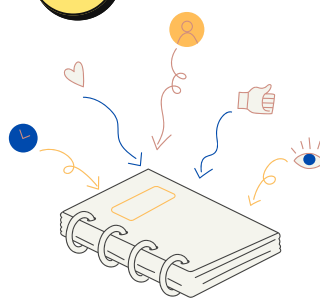
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Unlimited Submissions

Submit unlimited tasks anytime, from quick admin work to complex projects. We handle them efficiently, one at a time, with no delays or confusion.
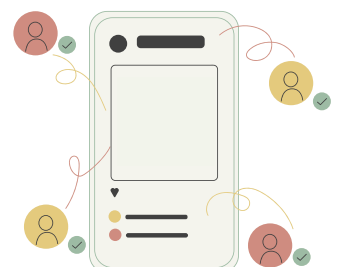
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Cancel or Pause Anytime

Easily cancel or pause your subscription whenever needed. No long-term, just flexible support.
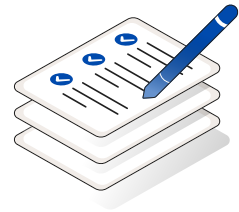
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Monthly Fixed Cost

Enjoy a predictable, fixed monthly cost with no surprise fees. Get the support you need at a consistent price.

Lite Business and Data Analysis

Data Entry & Basic Reporting:
- Organize and input business data (e.g., customer details, inventory, or financial data).
- Create simple, one-off reports (e.g., sales performance or monthly website traffic).

Simple KPI Setup:
- Identify key business metrics and set up basic KPIs (e.g., total sales, website visitors) using simple tools like Google Sheets or Airtable.
- Track these KPIs using simple data dashboards.

Basic Business Process Mapping:
- Map out simple business workflows using basic flowcharts.
- Identify inefficiencies or areas where small changes can optimize daily operations.

Document Formatting & Templates:
- Format business documents (e.g., reports, proposals) for consistent look and feel.
- Develop reusable templates for recurring business processes, such as invoices, quotes, or monthly reports.

Basic Data Cleanup:
- Clean up existing data to remove duplicates or errors and improve accuracy.
- Standardize data formats for ease of use.

File Organization:
- Organize and categorize business files in cloud storage (e.g., Google Drive, Dropbox).
- Set up simple systems for easy file retrieval and sharing.

Email Organization & Setup:
- Help organize email inboxes (e.g., creating folders and filters for incoming communications).
- Set up basic email automation (e.g., email templates, auto-responses).

Basic Task & Project Coordination:
- Help organize and schedule simple projects using task management tools like Trello, Notion, or Google Sheets.
- Set up task lists and provide basic project management support for small teams.

Note: The tasks listed here are common examples of what is included in the Basic Plan. These are not exclusive—if you have a specific task in mind, reach out to us, and we'll determine if it fits within this plan. Alternatively, you can take our quick quiz to find out which plan best suits your needs!

How Task Submission Works
1. **Submit Your Task:** Use the task submission form on your personalized dashboard to submit any small task or request you need assistance with.
2. **We Take Over:** Once we receive your task, our team will get started promptly, handling the details and ensuring completion.
3. **Feedback & Completion:** After we finish the task, we'll send it back for your feedback. If you need revisions or adjustments, we'll make them quickly.

What's Not Included in the Basic Plan?
While the Basic Plan covers essential administrative tasks, there are some services that are excluded at this level:
- **Advanced Business Analysis:** In-depth market research, detailed competitor analysis, and complex reporting are only available in higher-tier plans.
- **In-depth Automation:** Custom automation setups or integrations across multiple platforms are reserved for higher plans.

Why Choose Task & Flow's Basic Plan?
1. Save Time on Small Tasks
- Focus on growing your business while we handle the small, tedious tasks that pile up. We ensure that email management, data entry, and other administrative tasks are handled quickly and efficiently.
2. Affordable and Flexible
- The Basic Plan gives you access to affordable, professional support without the overhead cost of hiring full-time employees. It's designed to be flexible, so you can get the help you need on your terms.
3. Simple Task Submission
- Submit your tasks quickly and easily via our simple online dashboard or task submission form. We'll take care of the rest.
4. Time-Saving & Stress-Free
- No more worrying about small administrative tasks. With Task & Flow, you can get back to the things that truly move your business forward.