

# The Consultant | by Andreas Kreis

Consultant | Coach | Mentor | Manager

The Consultant | Rauenthaler Str. 24 | 14197 Berlin

In General for future Clients

**Estimate No.** 202012311002  
**Date** Jan 1st 2021  
**Servicecatalog** 2021  
**Edition** 1  
**Page** 1

## Offer

thank you for your Inquiry.

Please check my Services, of course I am happy to adjust any position on your wish.

Description	Quantity	Price	Total
<b>Consulting</b>	1	0,00 €	0,00 €
Private- & Professional Insurance	hours		
Optimize liquidity			
Minimize risks			
Factoring			
Advice on life, property & health insurance, banking, loans, investment, factoring & others Employee retention !! ADVANTAGE OF YOUR OWN PROVISIONING !!			
<b>Coach &amp; Mentoring</b>	1	80,00 €	80,00 €
Life Coach	hours		

- What is your work and professional life, is it time for a  
change of attitude?

A change of life style?

Be a leader, not a boss

- How would you most like to be treated, how can you

Subtotal: 80,00 €

The Consultant | by Andreas Kreis  
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Geschäftsführer: Andreas Kreis  
St.-ID: 24/398/01342

Deutsche Bank  
IBAN: DE64 1207 0024 0020 0956 05  
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Page 2

Bezeichnung	Quantity	Price	Total
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improve the relationship between you and your employees?

Personality check & entrepreneur  
Business plan & financial planning  
Business process optimization  
Budget planning

- Coaching and advice on creating a business plan in text and numbers for funding from public or private sources for founders, companies in difficulty and others.
- How can the current workflow be improved, more efficient and more pleasant?
- When do you need which liquid funds for what and when should you have them ready?

<b>Management</b>	1	50,00 €	50,00 €
Self management	hours		

- How do I manage myself, when can I do something and organize myself?

Office management  
Personnel & organization  
Virtual assistance

- coordination of the calendar
- Travel management
- E-mail correspondence with partners, employees, end

Subtotal: 130,00 €

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Page 3

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customers

- Digital filing
- Follow-ups and reminders
- Telephone, chat & postal service (postal service required from April 2021)
- Creation of offers, order confirmations and invoices
- Checking incoming invoices
- Everything that can basically be done remotely on the PC

!! NEW The complete management from A - Z can be taken over, so that you only have to take care of your core business or what you are passionate about !!

Event management

- From the idea through planning to the grand finale. Communication and organization between everyone involved.

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<b>Networking</b>	1	40,00 €	40,00 €
Office Space (expected from 04/2021)	hours		

- Are you vacant? Then we fill it with the trendiest coworker.
- If you are looking for a work surface (not necessarily a pure office) or a virtual office, then the same coworking provider comes into its own.

World & Social Media

Subtotal: 170,00 €

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Page 4

Bezeichnung	Quantity	Price	Total
contacts the same coworking provider comes into its own.			
World & Social Media contacts			
		<b>Total</b>	<b>170,00 €</b>

There is no sales tax calculated according to § 19 Abs. 1 UStG. (Small businesses regulation)

I will be happy to answer any questions you may have about the individual items, prices, special offers or discount options.