



BUSINESS INFORMATION TECHNOLOGY

Project-by-project services priced individually. Add any of these to your monthly plan, or commission them as one-off deliverables — no subscription required.

À LA CARTE SERVICES

Custom Contract [XX]

Professionally drafted contract tailored to your business — service agreements, vendor terms, independent contractor, lease, NDA. Delivered as a branded PDF.

Custom Fillable Form [XX]

Interactive PDF form for intake, estimates, work orders, releases, or any process you want clients to complete digitally. Saves and emails on submit.

Branded Business Document [XX]

Letterheads, quote templates, invoice templates, terms sheets, proposals — produced in your brand and ready to use indefinitely.

One-Pager / Flyer [XX]

Polished single-page marketing handout for your business — print-ready PDF you can text, email, or hand out at events.

Prospectus / Brochure [XX]

Multi-page sit-down document for serious prospects — explains your offering, walks through the work, builds confidence.

Logo & Brand Refresh [XX]

Updated logo, color palette, and basic brand identity guide. Includes high-resolution files in every format you'll need.

Historical Email Backfill [XX/month]

Process your old emails retroactively — receipts, invoices, payments — and add them to your records. Priced per month of history.

Receipt & Document Backfill [XX]

Have a pile of old receipts or paperwork? We'll scan, categorize, and file them into your organized system. Quoted per batch.

Additional Business Workflow [XX]

Running multiple businesses? We'll set up a complete second workflow with its own folder structure, tracking, and reporting under your main account.

Bookkeeper / Tax Prep Handoff [XX]

Year-end package formatted exactly how your CPA wants it — clean summary, categorized expense logs, supporting documents, ready to file.

Advanced Search & Deep-Dive Research \$225

Trademark and business-name screening, domain availability, vendor and counterparty background checks, market deep dives — compiled into a clear written report with sources, ready to act on or hand to your attorney.

Already on a monthly plan? Several of these items are included in Tier 2 and Tier 3. See the prospectus or ask — we'll tell you what's already covered.

Want a quote? Text or call 505-296-7224 · MVTechUSA.com

