

Alexis Page



A Personal Business Manager defined...

A personal business manager improves the lives of successful people by fulfilling several essential functions.

Our daily money management service allows busy people to focus on more productive, profitable and enjoyable activities. Personal managers continuously safeguard the finances of their clients by verifying, processing and paying bills, invoices and credit card charges. Bank and other accounts are routinely reconciled, bookkeeping entries created, and financial reports generated. This allows clients to be constantly aware of their financial status. We work with professional accountants, attorneys and other advisors to protect your interests. We assemble and organize documents for tax compliance and other purposes. As among the most conservative members of your support team, we do not provide investment advice of any kind and require that clients approve and sign all checks and money transfers.

Personal managers monitor their client's personal accounts receivable and payable. We also make bank deposits and solve a wide variety of time-consuming and troublesome problems. This allows you to relax and focus on the big picture in your life. We review and pay complex medical bills and process insurance claims, making certain you receive the full benefit and overall value you expect and deserve. Confidentiality is integral to our practice.

We offer specialized services such as fine home and estate management, business support and private secretarial services. Among the many benefits of retaining a personal business manager include increased productive and leisure time, an improved quality of life and greater peace of mind.

Alexis Page & Co.

Personal Business Management

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