

Alexis Page



Improving the lives of successful people...

Welcome.

To the successful person, time, money and stress are constant concerns.

- Success complicates lives.

When time and money start managing your life, it's time for a change.

- Please allow me to offer a solution.

A personal manager helps bring increased productivity, profit and freedom.

- We provide peace of mind, an improved quality of life, and the priceless gift of time.

Sincerely,

Alexis Page

Alexis Page & Co.

Personal Business Management

3723 Birch St., Suite 19, Newport Beach, CA 92660 USA

+1 949 752-1070 | www.alexispage.com

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Personal Business Management

As a personal business manager, Alexis:

- Organizes and manages daily finances
- Processes and pays personal expenses
- Provides current financial reports
- Works with accountants and investment advisors
- Manages fine homes and estates
- Provides business support services

Since every client has unique needs, goals and desires, Alexis designs her services to meet your specific requirements. Her objective is to minimize your time dealing with many routine, day-to-day tasks. Our work allows you to focus on the big picture in your profession, business or in the course of general living.

Personal business and daily money management are among the few areas a successful person can effectively delegate to optimize the use of their most valuable resource, time.

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Management of Fine Home & Estates

For clients who own significant or multiple homes, the retention of an estate manager helps insure your multi-million dollar investment, contents and furnishings are continuously safeguarded and properly maintained.

As a general rule, large homes should be managed like any other business entity with established policies, practices and lines of authority. This allows household staff members to have their specific job duties, responsibilities and performance expectations well defined.

An estate manager not only provides assistance in the hiring, training and supervision of domestic staff, they also bring essential organizational and leadership skills assuring that household budgets are maintained and that allocated funds are spent properly.

Without engaging a dedicated specialist, the costs associated in maintaining a large home may soon escalate without prudence and discipline. Moreover, an estate manager helps protect homeowners from abuse by employees, vendors and contractors alike.

Alexis is a professionally trained estate manager and a licensed electrical contractor.

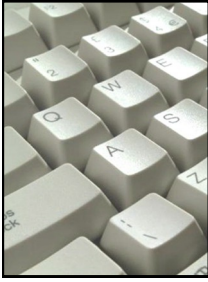
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Business Support Services

Alexis' clients include professionals, CEOs and owners of companies. She offers a complete range of business support services such as executive and technical writing, private secretarial services, graphic design, publications and presentations.

She has in-depth experience in the creation of business plans, proposals and brand-building. Her clients enjoy much needed separation from their work environment in that sensitive matters are handled in confidence and with discretion.

As a veteran entrepreneur, Alexis possesses extensive knowledge in business that includes company formation, product and service development, facilities, communications, marketing, operations, and overall business optimization. She can assist you by suggesting new ideas and solutions to complex problems from a unique perspective.

If desired, Alexis will work with you to arrange business and personal events such as meetings, conferences, air travel, hotel accommodations and ground transportation.

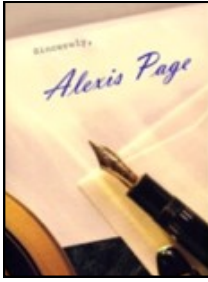
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Daily Money Management defined...

Daily money management (DMM) is a central area of focus in my role as a personal business manager.

DMMs do not replace the need for professional accountants, attorneys, investment or real estate advisors. Quite the contrary. The services of a daily money manager allows you to make well-informed decisions that ultimately affect your family's financial health and future. The work of a DMM gives you powerful tools to effectively provide other professionals with comprehensive pertinent information so they may serve you to the best of their abilities.

A daily money manager simply processes and pays personal bills, credit card charges, house payments, taxes and other expenses promptly. DMMs also make bank deposits, generate bookkeeping entries, reconcile bank and other accounts, and provide current financial reports. DMMs organize and maintain records for tax compliance and audit purposes.

Managers pay often complex medical and hospital bills. They monitor the insurance claims process to make certain clients receive the full policy benefits due them. A key function of a daily money manager is to consistently protect and safeguard each client's financial interests by resolving potential problems and disputes. Confidentiality is integral to our practice.

As among the most conservative members of your support team, our clients are the only persons authorized to sign checks or arrange funds transfers. For additional protection, we maintain liability insurance.

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An Estate Manager defined...

Following British tradition, an estate manager is a person entrusted with the care and operations of private estate residences, many times located in different countries. Many such homes exceed over 10,000 square feet surrounded by expansive grounds and multiple structures. These homes typically require significant domestic staff.

In contemporary America, with many wealthy families tending to occupy somewhat smaller dwellings, the role of the estate manager has evolved into a unique position combining the functions of a personal business manager, household administrator and private secretary.

Most estate managers provide talents gained through prior business experience, management training and university education. A high percentage possess in-depth language, computer and organizational skills essential in the modern world of business and society. Many have developed diplomatic skills necessary to solve a wide variety of complex problems, with speed and discretion, virtually anywhere in the world.

Among the many benefits of retaining an estate manager is an increased peace of mind, an improved quality of life, and the priceless gift of time.

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About Alexis Page...

Alexis is a dynamic entrepreneur, aviation executive and business management consultant.

Over her 25 year career, she founded and operated three industrial companies. In 1995, she helped inaugurate a new international airline serving as Executive Vice President and Technical Director (USA). During her tenure, she was responsible for projects exceeding several hundred million dollars.

Alexis is a graduate of the University of Southern California, an industrial designer and a licensed electrical contractor. In 2003, she completed specialized coursework in order to manage estate homes and personal business affairs of affluent people worldwide.

Her present and former business interests include aviation technical services, radio communications, printing and publishing.

Alexis is a native of Los Angeles. She has been an Orange County resident since 1965.

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A Passion for Excellence...

My mission is to provide highly affluent individuals and families a unique resource to improve their lives.

Our central motivating theme is: "A passion for excellence."

As a career entrepreneur, former CEO and corporate executive, I bring with me a wealth of experience, knowledge and insight to share with others thus contributing to their success and overall quality of life.

My work helps you achieve your objectives through the use of extensive communications, organizational and diplomatic skills essential in today's challenging business environment.

We provide our clients peace of mind and the priceless gift of time.

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Client Benefits...

Our unique service allows you to:

- Focus on productive activities instead of distracting paperwork
- Reduce stress by providing necessary organization and peace of mind
- Maximize personal, leisure and work time
- Maintain essential separation between professional and private life
- Delegate and solve a wide variety of complex problems as they emerge

We are among the most conservative members of your support team by:

- Organizing personal finances
- Verifying invoices for accuracy and paying expenses
- Supervising personal accounts payable and receivable
- Providing current financial reports
- Assembling documentation for tax purposes
- Working closely with your professional accountant
- Consistently safeguarding your privacy and security
- Not providing investment advice of any kind
- Keeping things simple
- Maintaining a strict policy that only clients approve and sign all checks and transfers

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