



## Proposal Template Copy

### Index Page

We are eager to collaborate with your business. Take a look at who we are, what we value and how we are able to help your business grow.

“Creativity is thinking up new things. Innovation is doing new things.” — Theodore Levitt

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### Welcome Page

We invite you to get to know us at Mountain 46. We're a consulting firm based in northern New York among the beautiful Adirondack mountains. We bring a fresh, innovative approach to every task and our passion drives us to be dedicated to you and your business.

### About Us

At Mountain 46, we are more than just a virtual assistance company. Our aim is to partner with you on any task to help grow your business and to enhance your bottom line. Our team is eager to help with a variety of tasks, from everyday administrative assistance to more detailed creative solutions for managing your projects.

Bringing more than 2 decades of experience to your business, we value passion, innovation, and dedication. These principles drive us to provide you with the best experience possible. We work as an extension of your business, creating personalized branding and developing organized processes, freeing your time to do the things that drive your business forward.

Let us help you with your business- we're perfect for the job!

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### Values

Our values are the heart of our business. These values make us proud as a team. We infuse them in everything that we do and into every interaction that we have with our clients.

### Passionate

We take pride in our work. Our passion drives us to do our very best at every task we are given. Working with our clients is what motivates us to show up and give 100% each and every day.

### Innovative

We are constantly learning new things to improve our processes and to improve our service to our clients. We take the initiative to offer you suggestions that will make your business run smoother for a better experience for your clients.

### Dedicated

We treat your business like it is our business. We refuse to cut corners. We are committed to creating products and services that are beneficial to our clients and we are invested in the success of your business.

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## Services

### Administrative

Our team will provide valuable administrative support to your business. If you find your email inbox is out of control or if you're struggling to find time to provide customer service, we're able to help you. We have experience with calendar management, payments and invoicing, and creating processes that help your business run smoothly. Let us help you with your day to day tasks to see your bottom line flourish.

### Social Media

In today's market, social media is the key to business growth. Our skillful team at Mountain 46 can help gain your business needed exposure. We will work with you to create a tailored social media plan that showcases your business in a way that will attract new clients and keep the current clients engaged. We will help you manage consistent social media posting, create visually stimulating graphics, and engage with your followers to keep your business growing.

### Creative

Mountain 46's creative team will help make your business visible and attractive to potential clients. Your branding is the first introduction and we want to help you make a great first impression. We will work with you to create a personalized logo and website, graphics that tell your story, and email campaigns that speak to your audience. We bring our passion to each project so that you are proud of how your business looks.

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## About Nicole

Nicole is passionate about helping small businesses and startup companies grow their business. With over 2 decades of experience, she brings many skills to her business. She is a self-taught graphic designer and photographer and she enjoys pushing herself to learn new things and to grow. Nicole was born and raised in the Capital District of New York and currently lives among the beautiful Adirondack mountains. She loves nature and being outdoors. You can generally find her outdoors running marathons, participating in Tough

Mudders, or spending time with her friends and family. Connect with Nicole on Instagram @mountain\_46.

or

I am an outdoors loving kind of gal. I love living among the beautiful Adirondack mountains and spending time with my family and friends. I enjoy pushing my body to its limits through marathons, Tough Mudders, and all-night brainstorming and design sessions. I love life and I am not afraid to experience it with full gusto. I bring this passion to my work. I take pride in working with others and I love what I do. It's what gets me going and gets me out of bed every morning. Being able to help small business owners and startup companies excites me. I'm dedicated to helping those who are passionate about their business succeed in seeing their dreams come to reality.