PRACTICAL DETAILS

Ready to work from day one.

Before you hire someone remote, you want to know they can show up every day. Here is my workspace, my equipment and my backup plan.



My work room: laptop, second monitor and a noise-cancelling headset.

Workspace & equipment

Workspace	A separate, quiet room used only for work.
Laptop	ASUS Vivobook 16, AMD Ryzen 5, 24 GB RAM, Windows 11.
Screens	Laptop plus a second monitor, so calls, calendars and trackers stay open side by side.
Headset	INPLAY HN820 USB headset with active noise cancelling and a directional mic.
Spare devices	Two spare laptops, ready if a device fails.

Internet & power

Main internet	Converge fibre.
Backup internet	DITO prepaid pocket Wi-Fi, ready to switch on.
Power cuts	My laptop battery and the battery-powered pocket Wi-Fi let me keep working.
Speed test	343 Mbps down, 346 Mbps up, 12 ms ping. Tested 26 September 2026. **See the result**

WORKING TOGETHER

Clear terms, agreed up front.

No surprises on hours, rates or payment. If your business does things differently, I follow your way.

When and how I work

Start date	Available to start immediately.
Hours	Your business hours: US (Eastern to Pacific), Australian (AEST/AEDT) or Gulf (GST).
Reply time	Within one working day.
Public holidays	I follow your holiday calendar.
Trial	A paid trial week, so you can see how I work before you commit.

Rates & payment

Australia	From AUD 15 an hour. Full-time (40 hours a week) is about AUD 2,600 a month.
US and elsewhere	From USD 15 an hour. Full-time is about USD 2,600 a month.
System builds	Fixed price, quoted once we map the scope.
Invoicing	Every two weeks or monthly, to match your pay cycle.
Payment	Bank transfer to Wise. Australian clients pay in AUD to local account details. US clients pay in USD by ACH. Or use the platform you already have.
US tax form	I complete a W-8BEN for your records.

What I take off your plate

Founder & executive support	Calendar and meeting coordination, follow-ups, action tracking and clear written updates.
Recruitment operations	Candidate coordination, interview scheduling, hiring follow-up and reporting.
Systems & automation	Microsoft 365 trackers and workflows, so repeat work runs without chasing.

Decide once. I'll do the chasing.

Book a short call and tell me what keeps taking your time.

Book a call
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