



Reliable business support, **done right.**

Sterling Desk LLC helps businesses answer every customer, save hours on routine work and get found online. We set up virtual receptionists, chatbots and automations, and provide website, Google listing, admin and data support. Every engagement is custom-quoted, with scope confirmed in writing before work begins.



Custom, scope-based quotes



Scope & price in writing first



English, Spanish & French



Remote: US & international

✦ LEAD SERVICE · AUTOMATION & ASSISTANTS

Faster responses, less busywork, better visibility



Virtual receptionists & chatbots

Answer calls, website chats and routine questions at any hour, capture lead details, and route anything that needs a person to your team.



Automation setup

Connect the tools you already use, including forms, email, spreadsheets, calendars and CRMs, so routine steps run on their own.



Custom assistants

Assistants built on your own documents, policies and FAQs that help your team draft replies and find information quickly.



Search & AI visibility

Help your business appear, and be described accurately, in Google results and in answer tools such as ChatGPT.



Content repurposing

Turn one video, podcast, webinar or article into posts, emails, blog articles and short clips for each channel.



Short-form video scripts & captions

Clear, well-structured scripts, on-screen text and captions for TikTok, Instagram Reels and YouTube Shorts.



TikTok Shop & Amazon listings

Keyword-rich titles, bullet points and descriptions, plus listing cleanup that helps products get found.

≡ MORE WAYS WE HELP

Day-to-day support for your business



Websites & landing pages

Design, redesign and maintenance for fast, mobile-friendly sites, with SEO basics built in.



Google listing & review management

Google Business Profile fixes and professional review responses drafted for your approval.



Admin & data services

Data entry, spreadsheet cleanup, lead lists, research, translation, proofreading, inbox and email support.

SPECIALTY PROGRAMS



Healthcare Program

Flat-fee recruiting support and occupancy marketing for care facilities: candidate pipelines, job posts, outreach and marketing to fill open beds and rooms.

KEY TERMS

- Flat-fee services only. No placement fees or commissions.
- No promised placements, hires or occupancy results.
- Sterling Desk LLC is not a licensed staffing agency or healthcare provider and does not provide medical or clinical services.
- Your facility makes all hiring decisions and handles credential verification and licensing checks.



Short-Term Rental Management

Remote Airbnb and VRBO management: listing setup and optimization, guest messaging, calendar and pricing coordination, review responses, and cleaner and maintenance scheduling.

KEY TERMS

- Sterling Desk LLC works remotely.
- On-site work (cleaning, maintenance, key handoff, inspections) is done by local partners or contractors the owner approves.
- Owners remain responsible for local permits, taxes and short-term rental rules.
- No guaranteed occupancy or income.

OUR PROCESS

How it works

1

Tell us what you need

Use the contact form, email us or call. Share your goals, the tools you use, your timeline and a budget range if you have one.

2

Get a custom quote

We send a clear written scope and price based on your project. Nothing starts until you review and approve it.

3

We deliver

We do the work remotely and keep you updated, with drafts and check-ins on anything that needs your input.

4

Revisions & support

We refine the work based on your feedback, within the agreed scope, and can stay on for ongoing support if you'd like.

\$ PRICING

Custom quotes, flexible pricing

Every business is different, so we don't force you into a one-size package. Quotes are custom, flexible and based on the scope of your project.

- Quotes are based on scope, complexity and timeline.
- One-time projects, small tasks or ongoing support.
- All scope and pricing confirmed in writing before work begins.
- Any third-party tool or subscription costs are discussed up front, and you decide.
- Requesting a quote is free and doesn't commit you to anything.

Get in touch

Request a free quote online, by email or by phone. Scope and pricing are confirmed in writing before any work begins.

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Serving clients remotely, US & international

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