



A Mini-WeWork with all the services required for SMB Operations.

For less than just one employee.

The Problem

Small Business Owners Are Overwhelmed and Under Supported



- **Juggling Finance, Admin, Phones, Operations, and Sales**
- **Lack of Structure and Support**
- **Can't afford a full team, yet can't grow without one.**
Virtual Assistants spread all over not working together as one cohesive team for one mission.
- **Hard to find dependable help they can trust with financials and their mission.**

The Solution - TheOfficeSquad

Think of a mini WeWork with bookkeepers, admin, SAS, and management to grow small business. All for less than the price of one employee. Not just shared workspace. Shared people.

In the USA under one roof and coming to a city near you!



- **Bookkeeping is the foundation of operations.**
A clear, profitable, repeatable service model.
- **Why it works? Recurring revenue, client longevity, proven ops, solid margins.**
Live phone answering and admin support working together in support of the mission - Bookkeeping .
- **What makes it different? Structure, people, military precision.**
Honest, insured, accountable, military inspired systems, and culture.



**Military Fighter Operations
combined with bookkeeping
and admin in the civilian world.**

Makes sh*t run better!

A Business Owner is a lot like a Fighter Pilot.

The background of the slide is a dark, blue-tinted photograph showing the silhouettes of several people working on a fighter jet on a runway. The jet is the central focus, with its nose and cockpit area visible. People are seen around the aircraft, some appearing to be inspecting or working on it. The scene is set against a twilight sky, creating a dramatic and professional atmosphere.

- They both just want to go "fly".
- They are highly skilled, adaptable, and resilient in the face of ever-evolving challenges.
- They both require a special type of support.
- They need support that understands the sense of urgency required for what they do. With the ability to navigate surprises, innovate under pressure, and work together toward a common goal.

Small Business Owners no longer have to piece together the support they need to grow their business. They can have a "Squad".



Bookkeeping



A Manager to Manage it All



Co-working Space



Live Phone Answering



An Advisor



Use of Address



The Admin in the Middle



Executive Suites



Conference Rooms



Membership Based



\$820

**Average Monthly Recurring Revenue
Per Member**



7 Years

Average Member Longevity

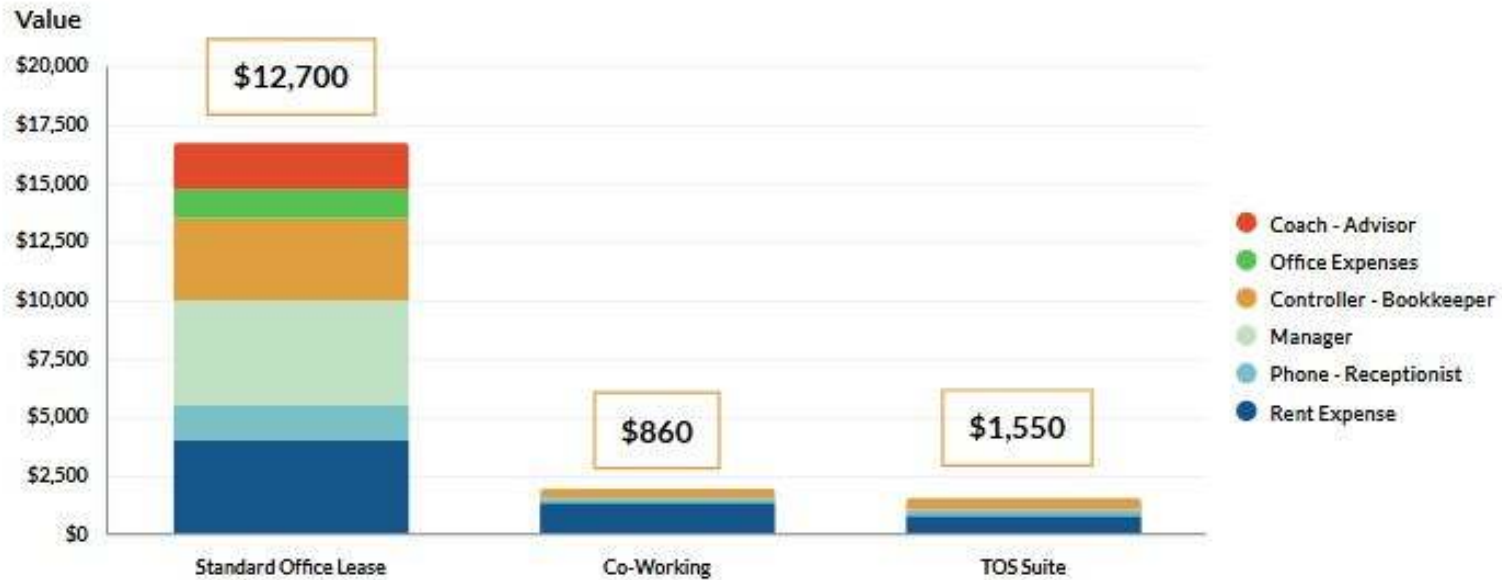


**No Accts Receivable
Invoices Paid in Advance**



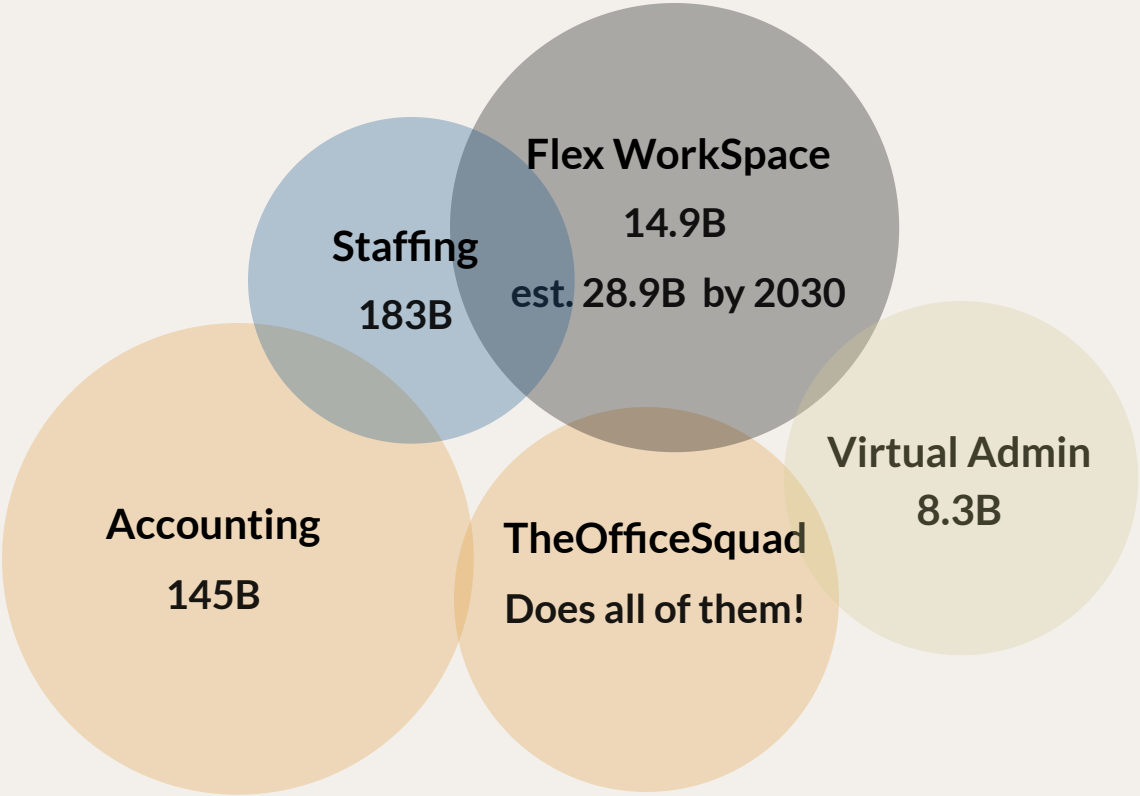
32% Profit Margin

Standard Business Support vs TheOfficeSquad



TheOfficeSquad is at the intersection of 4 multiple billion-dollar industries

Market Opportunity



Expansion Model

- **Corporate Locations by Acquisition:**
Acquire small firms and books of business for recurring revenue hub.
- **Franchises:**
Expand via select franchise partners, nationwide growth.
- **TOS Academy:**
Recruit, train, and deploy squad members with focus on veterans, military spouses, and women returning to the workforce ;
Additional fee based training + staffing revenue.
- **Real Estate Ownership:**
TOS-owned properties hosting locations, creating long term equity.
- **Branded Merchandise:**
Office + Entrepreneur lifestyle products to reinforce brand.

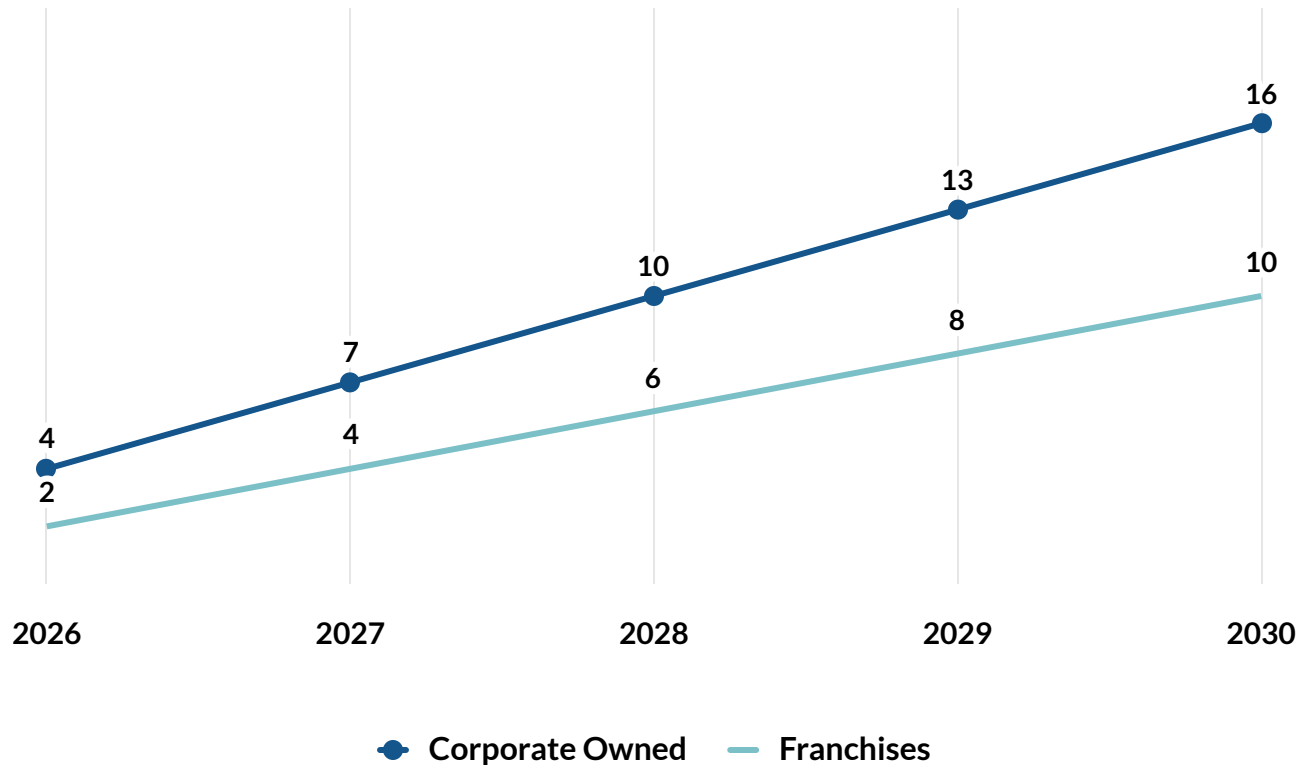
Traction

Started from scratch in 2001 as a part-time home based bookkeeping Virtual Assistance gig before VA's were a thing. Acquired first big client with a faxed info sheet. Built our first cloud to host QuickBooks before QBO was a thing. It's been a wild ride of figuring what we wanted to be.

- 24 years in business.
- \$994K annual revenue at HQ
- Strong recurring revenue model
- High client retention and satisfaction
- Certified Veteran owned
- Certified Woman Owned & Lead
- Trademarked Brand
- SOPs
- Proprietary Pricing System
- Franchise system already in place.
- Franchise Legal Filings Complete

Location Growth

2026 - 2030 Location Count



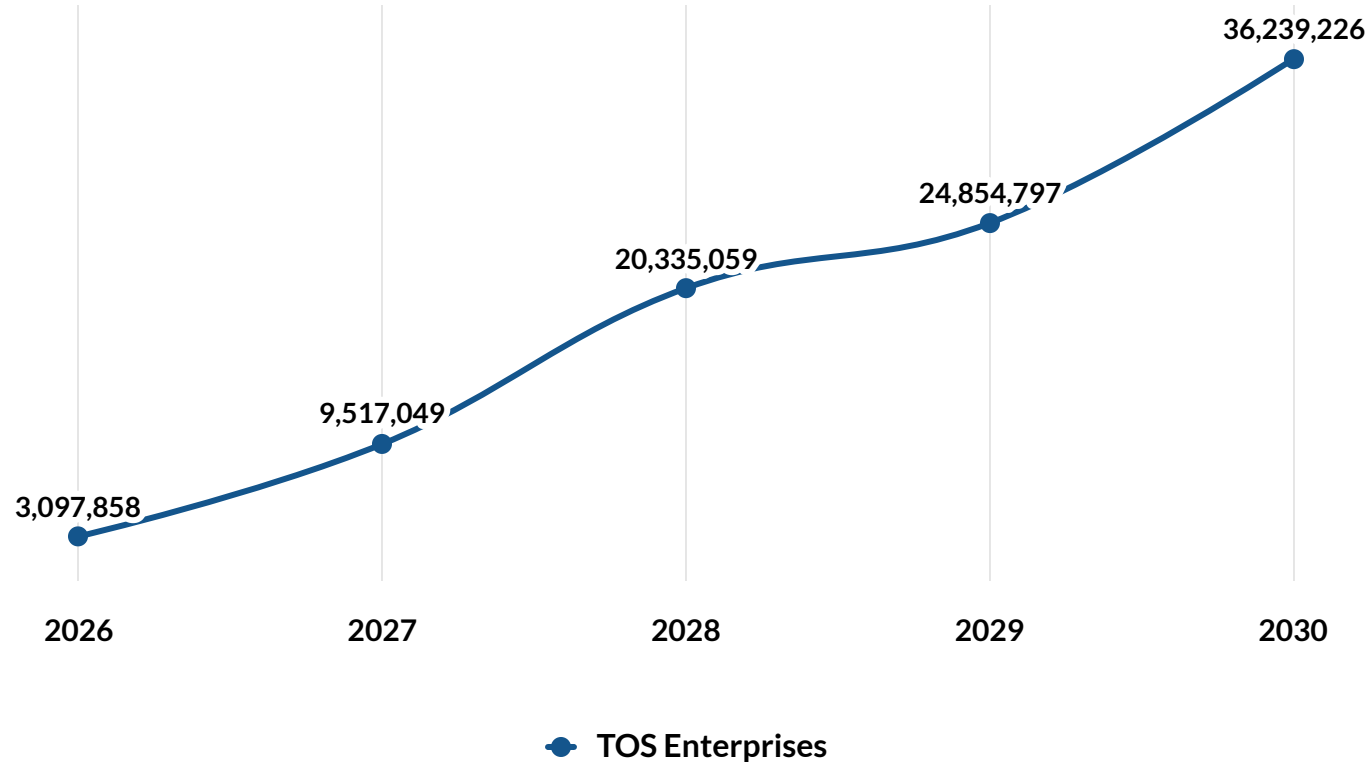
Starting with our HQ as #1

Adding a combination of 3 acquisitions and 2 franchises per year

Giving us the needed 10 franchises for royalties to start mattering.

5 year Expansion

2026 - 2030 Revenue Projection



- **\$1M to \$36M in five years.**
- **A 35x increase.**
- **The Launchpad for long-term scalability.**

Competitive Advantage

- Competitors = niche providers (bookkeeping OR answering services OR admin).
- **TheOfficeSquad=all in one squad:** bookkeeping, admin, phone, systems, training.
- Military-inspired culture of cross training + accountability + honesty + sense of urgency.
- Price Point lower than one full-time employee.

Leadership



Dida Clifton

Founder + Chief Executive Officer

USAF Veteran

**Franchisor with over 30 years
experience in bookkeeping and
business operations**



Amber Cosgrove-Lyman

Chief Operations Officer

Expert in all things TheOfficeSquad

**11 years with the company and focused on
the future CEO.**

Boot Camp for Training and Support of Corporate and Franchise



Bookkeeper Training and Support



Admin Training and Support

Helping small business owners get
out of their own way.

TheOfficeSquad

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