



Your Guide to working with Mint

Flexible bilingual business solutions for growing teams working
across English and French.

When admin starts running the business

Growing businesses do not usually stall because the work is not there. They stall because the founder, director or team is buried in the operational details that keep everything moving.



Inbox pressure

Messages dictate the day.



Bookkeeping drift

Accounts slip behind the real work.



Language friction

French and English slow decisions down.



People admin

HR tasks sit in the margins.



No spare capacity

Recruiting feels too heavy, too soon.

Mint exists for the moment when “I can manage” becomes “this is costing us focus.”



WHAT MINT IS

Not a freelance VA. A flexible business solutions partner.

Mint gives clients access to experienced bilingual professionals who can support the operational side of the business without the cost, delay or commitment of recruitment.

Bookkeeping

Email management

HR admin

FR / EN liaison

CRM

Project management

Events

Customer service

Practical support, delivered with care

Clients can start with one need and grow into wider support as trust and priorities develop.

Bookkeeping

Reconciliations, invoices, cash tracking, accountant liaison.

Email management

Inbox structure, priorities, responses and workflow.

HR administration

Onboarding, documentation and employee admin.

Bilingual business

Supplier, customer and meeting support in English and French.

Operational support

Research, travel, coordination and admin projects.

Project/Event management

Project management and event coordination, from start to finish

A calm, structured start

01

Discovery call

We understand the business, pressure points and priorities.

02

Tailored proposal

We recommend the right type and level of support.

03

Simple onboarding

Tools, access, communication and first priorities are agreed.

04

Ongoing partnership

Regular updates, transparent time reporting and scalable support.

The goal isn't to add another layer of management. It's to make your business easier to run.



TYPICAL CLIENT SCENARIOS

The moments when Mint makes sense

— “We need support, but not another employee.”

— “Our business works across France and English-speaking markets.”

— “The founder is spending evenings on admin.”

— “Our bookkeeping needs structure before it becomes a problem.”

Clear options for different stages of growth

Every business is different. That's why Mint offers flexible ways of working, allowing you to choose the level of support that's right for you.

Hourly support

65€* / hour

For occasional or ad hoc help

Best for small tasks or first steps.

Flexible bundle

From 180€*

Pre-purchased hours

Valid for 6 months. Used at your pace.

Monthly retainer

From 510€* / month

Reserved ongoing support, minimum 10h per month.

Priority capacity, regular reporting and continuity.

*Prices exclude VAT. A tailored proposal is provided after the discovery call. Pricing valid for 01/01/2026-31/12/2026, please refer to the website for further information at mint-bbs.com

A simple way to get the support you need.

Every business is different. That is why Mint offers flexible ways of working, from occasional support to ongoing monthly partnerships.

You can begin with the level of support that suits you now and adapt it as your needs change.

Is Mint right for you?

- Time-poor founders
- Growing businesses
- International teams
- Businesses needing bookkeeping
- Companies looking for a trusted operational partner



Personal service, supported by a growing team



After more than 25 years supporting business owners, Sarah Rose founded Mint to offer something more than freelance assistance.

As demand grew, Mint evolved into a business solutions company built around trusted specialists who share the same standards of professionalism, reliability and client care.

Sarah remains closely involved in every client relationship, ensuring a personal service backed by wider operational expertise.

Founder-led. Team-supported. Calmly professional.

Ready to talk?

The best partnerships begin with a conversation.

30-minute discovery call

A short call to understand your business, answer questions and recommend the most suitable way to work together.



<https://mint-bbs.com>

hello@mint-bbs.com

LinkedIn: Mint Bilingual Business Solutions

