

# RIGA BUSINESS GROUP™ — System Brief

Infrastructure Delivered: Buy Time, Not Tools.

## S04 • Booking & Client Management Customer Intake & CRM Lite

Leads and customer info scattered across messages, spreadsheets, and emails.

- Configured intake form(s) aligned to your service
- Centralized client database with statuses
- Simple pipeline (Lead → Contacted → Quoted → Booked → Completed)
- Owner-friendly tracking and basic reporting

### Estimated investment

**\$900 – \$2,000**

### Typical timeline

5–10 business days (typical)

Notes: Investment ranges depend on scope, integrations, and compliance requirements. All builds are delivered with a defined scope-of-work (SOW). RIGA BUSINESS GROUP™ provides structure, systems, and coordination; regulated work (tax/legal) is performed by qualified professionals when required.