

Package Price List

Item	Price
<u><i>Social Media Package</i></u> - Content Creation, 2 platforms, extra platforms at extra price £30 a month - Content scheduling - Reply to messages 2 platforms extra platforms at extra price £100 a month	£420 a month
<u><i>Blog Package</i></u> 3 x 1000 word blogs - One round amendments - Source images / optimise own images - SEO, Keywords	£240
<u><i>Inbox Package</i></u> - Checking emails - 30 Minutes a day Monday -Friday - Replying to emails - Filing Emails - Flagging Urgent Emails - Adding Tasks to project systems	£400 per Month
<u><i>Website Creation Package</i></u> - Create a 5 Page site - Source images / optimise own images - Upload content - SEO, keywords - Train 2 members how to use site 3 rounds of drafts	£300
<u><i>Event Management Package</i></u> - Create a Guest list - Send invites - Book venue - Coordinate Vendors - Promote event if necessary	£400
<u><i>Document Package</i></u> - Proofreading Emails/Documents x5 - Document Preparation x5 - Organise Documents	£150