

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
<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 ● Flagging Urgent Emails ● Adding Tasks to project systems	£400
<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	£250
<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