

Product Price List

Item	Price
<u>Newsletter</u> - Monthly Newsletter - Sourcing images/optimise own images if needed	£75 per newsletter
<u>Blog Post</u> 1x 500 - 1000 word blog - One round of amendments - Source images / optimise own images - SEO, Keywords	£75 per blog
<u>Email Detox</u> - Filing Emails - Unsubscribing/Deleting unwanted emails	£100
<u>Calendar Scheduling</u> - Read through emails - Block time for meetings and prep	£120
<u>Travel Arrangements</u> - Find the cheapest journeys - Plan journeys to and from meetings - Plan holidays	£50 per trip
<u>Processing and Checking Orders</u> - Check emails for orders - Process orders - Check orders arrive 30 Minutes a day Monday - Friday	£280
<u>Document Preparation</u>	£50 per document
<u>Proofreading Email/Document</u>	£50 per document £50 for 5 emails

<u><i>Client Care</i></u> ● <i>Handling complaints</i> ● <i>Answering Questions</i> ● <i>30 minutes a day Monday to Friday</i>	<i>£300</i>
<u><i>Website Maintenance</i></u> ● <i>Check and reply to messages</i> ● <i>Check information is up to date</i> ● <i>30 minutes twice a week</i>	<i>£120</i>