

Services & Rates



The following is a list of my service packages, or for indefinite projects and tasks my billing can be invoiced at \$0.50/minute beginning with a 2 hour minimum retainer.

DAILY TASK MANAGEMENT: Dedicated service billed on a monthly retainer with a 30 day termination agreement.

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| 20 hrs/month (5 hrs/week) | \$480.00 |
| 30 hrs/month (7.5 hrs/week) | \$705.00 |
| 40 hrs/month (10 hrs/week) | \$920.00 |
| 50 hrs/month (12.5 hrs/week) | \$1,125.00 |
| 60 hrs/month (15 hrs/week) | \$1,320.00 |

PROJECT MANAGEMENT: The following are base overview prices only. Every project is different. Let's discuss the details and I'll provide you with a full quote.

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|---|------------|
| Small Projects - ex. website management | \$160.00 |
| Average Project - ex. full social media campaign | \$620.00 |
| Medium Project - ex. anniversary party with a 3 month lead up | \$900.00 |
| Large project - ex. coordinating a large festival | \$1,800.00 |

GENERAL ADMINISTRATIVE BLOCKS: If you're uncertain of your ongoing needs but you know that you need help, these administrative blocks are a good jumping off point. Administrative blocks are assigned and should be completed within 3 months.

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| 12 hours ~ one-time Introduction Block | \$300.00 |
| 20 hours | \$495.00 |
| 40 hours | \$980.00 |
| 60 hours | \$1,440.00 |

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SOCIAL MEDIA: Our full social media campaigns include month-long strategy, content creation, and programming with 6 to 10 posts a day across the social media platforms of your choice. Campaigns are tailored according to your needs. Including daily active engagements will boost your presence and following; we will login manually each day to engage with your audience, respond to posts, share appropriate material, and more. The addition of blogging includes approximately 2 blog posts a month, depending on the research required.

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| Monthly Social Media campaign strategy & implementation | \$480.00 |
| Monthly Social Media campaign + active daily engagements | \$620.00 |
| Full Monthly Social Media campaign + active daily engagements + Blogging | \$705.00 |

BLOGGING: Prices may vary depending on how much point form content you and direction you may choose to provide us. We have a professional Copy Writer and Copy Editor on our staff so you can be sure that your blog is in excellent hands.

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| Individual blog post - price depends on research required | \$60-\$100 |
| Monthly blogging; editorial calendar & content | \$480.00 |

TELEPHONE MANAGEMENT: As your assistant, I will check your voicemail and return calls pertaining to frequently asked questions, set up appointments and liaise between you and your clients. For more involved inquiries, I'll summarize the inquiry and forward it to you in an email or follow specific procedures that we can customize for your needs. The following are monthly retainers based on a 4 week month with 20 business days. Billing is adjusted according to the calendar month.

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|--------------------------|----------|
| Once a day/20 minutes | \$180.00 |
| Twice a day/40 minutes | \$360.00 |
| 3 Times a day/60 minutes | \$520.00 |
| 4 times a day/80 minutes | \$600.00 |

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24 HOUR WEBSITE CREATION: I create good, clean, functional websites using WordPress templates. The result will be personalized and unique, but it will not be a custom build. I want to manage your expectations from day 1 so that you understand that some edits and tweaks will be possible with the template design, but some will not. A custom build is significantly more expensive (think thousands instead of hundreds) and I promise you that you will get the best possible website for this price point.

| | |
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| With pre-written copy drafted by you, includes one year of hosting. | \$200.00 |
| <i>OR point-form notes that I'll turn in to copy - additional \$50 per page.</i> | \$50.00 |
| Annual Hosting Fee, billing fee kicks off at the one year anniversary of your site | \$30.00 |
| Training on how to use the website yourself - \$30 for a one hour training session. One time training is all you'll need to be able to use the site yourself. | \$30.00 |
| <i>OR updates made by me - \$15 per 15 minutes spent on your website updates and preferences.</i> | \$15.00 |

ADDITIONAL WEBSITE OPTIONS:

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| Creation and hosting of an official email address. Example mandi@mandigould.com instead of @gmail.com. - \$30 one time fee followed by a \$24 annual hosting fee beginning the following year. | \$30.00 |
| Custom logo* - \$99 | \$99.00 |
| Custom header* - \$99 | \$99.00 |
| Addition of a Facebook "Like" box. Please note that I'll require temporary passwords for your account to set this up. - \$30 one time fee. | \$30.00 |
| Inclusion of a Twitter feed that displays on your website. Please note that I'll require temporary passwords for your account to set this up. - \$30 one time fee. | \$30.00 |
| Website transferred from an existing host. | \$50.00 |

**Custom Logo and Custom Header price includes one round of edits. Additional edits are billed at \$25 per 30 minutes of edits.*