



KEEP YOUR WEBSITE AND SOCIAL MEDIA FRESH AND UPDATED!

Concierge Website and Social Media Manager service for Small Businesses

Can't afford a full time webmaster? **Co-op one!**

Basic Online Services include:

- Weekly web maintenance and site content including link checking
- Review and editing of existing content
- SEO maintenance and enhancements
- Social media creation and/or maintenance
- Email services
- Copy writing, press releases, articles
- Communications with stakeholders for optimal web objectives
- PDF creation

Premium services include:

- Full website redesign and development (static site and dynamic, database-driven site)
- Web consultation

Affordable Pricing!

5 hours weekly = \$175 per week paid at employee pay schedules
10 hour weekly = \$350 per week paid at employee pay schedules
For Premium service add \$100 per 5 hours.

Here's how it works!

It's like a contract employee only without the drama.

1. Purchase a "block" of my time for a reoccurring weekly schedule.
2. Blocks of time are sold in 5 hour blocks.
3. We will create a weekly maintenance strategy and set up a "needs" list as well as setting up work orders for one time request.
4. This is considered similar to a "contract" employee situation. In other words I get paid when your employees get paid.
5. Work will mostly be done off-site but some items will require a visit and work in-house.