



Athena Online PH
Virtual Business Support Services
2018 Pricing (in USD)

Virtual Assistant Services

May include any of the following tasks:

1. Calendar/schedule management
2. Travel arrangement
3. Email management
4. Website content updates (Wordpress)
5. Audio / video transcription
6. Social media scheduling and posting (content from client)
7. Simple graphics creation in Canva
8. Podcast support - show notes creation, social media
9. Customer support via email
10. Newsletter creation using Mailchimp (content provided by client)
11. Process documentation
12. Proofreading
13. Data entry

Monthly Packages:

STARTER5

Min. 5 hours	100
In excess of 5 hrs	20/hour

BASIC20

Min. 20 hours	360
In excess of 20 hrs	17/hr

SUPER40

Min. 40 hours	640
In excess of 40 hrs	15/hr

Terms:

Advance payment required equivalent to minimum package hours (ex. Starter5 = USD100)

Free tools/programs used by contractor. Paid subscription for client's account.

Unused hours are not transferable to the next month. Minimum hours must be consumed within 1 month. Payment for unused hours are forfeited in favor of contractor.



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Social Media Services

Monthly Packages:

SOCIALA

Choice of 2 networks	350
1 network / additional network	150
Choice of networks: Facebook, Twitter, Instagram, LinkedIn, Pinterest	
<ul style="list-style-type: none">● 1x daily posting on each network (except LinkedIn which would be 2x weekly)● Content creation (text + Canva graphics)● Scheduling on Hootsuite or Buffer● Audience / influencer engagement● Follow accounts● 1x a week, 30-minutes meeting● Weekly / monthly reporting	

SOCIALB

Choice of 2 networks	250
1 network / additional network	100
Choice of networks: Facebook, Twitter, Instagram, LinkedIn, Pinterest	
<ul style="list-style-type: none">● 3x a week posting on each network (except LinkedIn which would be 1x weekly)● Content creation (text + Canva graphics)● Scheduling on Hootsuite or Buffer● 1x a week, 30-minute meeting● Weekly / monthly reporting	

One-time Fees:

SOCAUD - Social media audit	Free
SOCSTRAT - Social media strategy (annual)	250
<ul style="list-style-type: none">● what platforms to use● branding - brand colors, fonts, style● profile optimization● types of content for each channel● post scheduling● competitor review	
SOCSET - Account setup (per network, except LinkedIn)***	100
LINKPROF - LinkedIn Profile creation***	150
***Free for 6 months contract	
Social Media ad campaigns	TBD



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Blog Writing

Packages:

BLOG5005 - at least 500 words, 5 posts per month	225
BLOG3005 - at least 300 words, 5 posts per month	135
BLOG5001 - at least 500 words, 1 post only	50
BLOG3001 - at least 300 words, 1 post only	30

Terms:

General topics, minimal research, includes 2 revisions
Advance payment required, per post or per month
At least 5 days lead time

Copywriting

WEBCO - Website content	starts at 300/package
SALSP - Sales page	starts at 250/package
EMAIL - Email/Newsletter content	starts at 250/package
PROFL - Personal profile, business profile	starts at 100/page

Terms:

Includes 2 revisions, at least 2 weeks lead time
Downpayment required in advance equivalent to 50% of package price

Payments via Paypal or Payoneer

Prices are current as of 01 June 2018

For inquiries, send email to: maspre@athenaonlineph.com | mas10ph@gmail.com