



Athena Online Marketing PH

Virtual Business Support Services
2021 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 posting
9. Customer support via email
10. Newsletter creation using Mailchimp (content provided by client)
11. Process documentation
12. Proofreading
13. Data entry

Monthly Retainer Packages:

STARTERS5

Min. 5 hours	25/hr	125
In excess of 5 hrs	23/hr	

BASIC20

Min. 20 hours	23/hr	460
In excess of 20 hrs	21/hr	

SUPER40

Min. 40 hours	20/hr	800
In excess of 40 hrs	18/hr	

Terms:

- Advance payment required equivalent to minimum package hours (ex. Starter5 = USD125)
- 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 (30 days). Payment for unused hours is forfeited in favor of contractor.



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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 and Email Marketing

WEBCO - Website content	starts at 500/package
SALSP - Sales page	starts at 250/package
PROFL - Social media personal profile, business profile	starts at 100/profile
ENEWS - Email/Newsletter content	starts at 250/package
EWELC - Welcome email sequence (at least 4 emails)	starts at 250/package
MLCHM - Mailchimp setup and automation	starts at 250/package

Terms:

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

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