

VA BY CK CONTENT AND CONSULTING

BUSINESS POLICIES

Business Hours

MONDAY - FRIDAY 8 AM TO 2 PM

Turnaround Time

48 HOURS UNLESS PROJECT DUE DATE IS DEFINED. IF NEEDED BEFORE THE 48 HR PERIOD THERE WILL BE A \$15 FEE.

Invoicing

MONTHLY CLIENTS WILL BE BILLED AT THE 1ST OF THE MONTH BASED ON THEIR SELCTED PACKAGE. SINGLE PROJECT CUSTOMERS WILL BE EXPECTED TO PAY 50% UPFRONT AND 50% UPON COMPLETION.

Preferred Communication

EMAIL IS THE BEST WAY TO COMMUNICATE WITH ME. I WILL CHECK MY EMAIL AT LEAST 3 TIMES DAILY. THIS ALSO ALLOWS FOR ALL PROJECT DETAILS TO BE IN ONE SPACE.

Notice of Time Off

I WILL GIVE AT MINIMUM 2 WEEKS NOTICE BEFORE VACTION. *EMERGENCIES MAY OCCUR AND I WILL DO MY BEST TO NOTIFY CLIENTS OF MY ABSENCE.

Observed Holidays

NEW YEARS DAY- JANUARY 1
INDEPONDANCE DAY - JULY 4
LABOR DAY - 1ST MONDAY OF SEPTEMBER
THANKSGIVING - 4TH THURS. OF NOVEMBER
CHRISTMAS EVE - DECEMEBR 24
CHRISTMAS DAY - DECEMBER 25
BIRTHDAY - DECEMBER 28

Tools

- CANVA
- TOGGL
- TEAMWORK
- MAIL CHIMP
- DROPBOX
- GOOGLE CALENDAR
- META BUSINESS SUITE
- WORD PRESS

**Ever changing list. These are the tools I find work the best for me at this time.*

Late Fees

A 10% LATE FEE WILL BE CHARGED ON ALL PAYMENTS THAT ARE 14 DAYS PAST SPECIFIED DUE DATE.

Terms of Service

OUR CONTRACT CAN BE TERMINATED AT ANYTIME BY EITHER PARTY FOR ANY REASON. TERMINATION MUST BE SUBMITTED IN WRITING AND ALL OUTSTANDING INVOICES AND FEES PAID IN ORDER TO DISSOLVE CONTRACT.



VA BY CK

CONTENT AND CONSULTING

SERVICE MENU

Facebook Packages

- **F1 - UP TO 5 POSTS PER MONTH** **\$200**
 - INCLUDES UP TO 5 CREATED GRAPHICS TO BE STRATEGICALLY SCHEDULED AND POSTED ON YOUR FACEBOOK BUSINESS PAGE
- **F2 - UP TO 10 POSTS PER MONTH** **\$400**
 - INCLUDES UP TO 10 CREATED GRAPHICS TO BE STRATEGICALLY SCHEDULED AND POSTED ON YOUR FACEBOOK BUSINESS PAGE
- **F3 - UP TO 20 POSTS PER MONTH** **\$800**
 - INCLUDES UP TO 10 CREATED GRAPHICS TO BE STRATEGICALLY SCHEDULED AND POSTED ON YOUR FACEBOOK BUSINESS PAGE

*ANY NUMBER OF GRAPHICS CREATED OVER THE "UP TO" AMOUNT FALLS INTO THE NEXT PACKAGE.

Promotional Materials

- **P1 - BUSINESS CARDS, BANNERS, T-SHIRTS, LOGO** **\$90**
 - INCLUDES UP TO 2 SEPARATE PROOFS OF DESIGN
 - INCLUDES PDF/JPG VERSION OF DESIGN
 - COST OF MATERIAL AND SHIPPING NOT INCLUDED
- **P2 - DETAILED INFO. MATERIAL - PDF, FLYERS, SIGNAGE** **\$120**
 - INCLUDES MORE IN DEPTH CONTENT DETAILS AND UP TO 3 PROOFS
 - INCLUDES PDF/JPG VERSION OF DESIGN
 - COST OF MATERIALS AND SHIPPING NOT INCLUDED

Mail Chimp Email Campaigns

- **M1 - UP TO 2 EMAILS PER MONTH** **\$200**
 - INCLUDES UP TO 2 CREATED EMAIL CAMPAIGN GRAPHICS
 - 1 LANDING PAGE/SIGNUP FORM (CONTACT GENERATOR)
 - ACCESS TO ANALYTICS
 - CONTACT IMPORT
- **M2 - UP TO 4 EMAILS PER MONTH** **\$400**
 - INCLUDES UP TO 4 CREATED EMAIL CAMPAIGN GRAPHICS
 - 2 LANDING PAGES/SIGNUP FORMS (CONTACT GENERATOR)
 - ACCESS TO ANALYTICS
 - CONTACT IMPORT

Administrative Package

- **A1 - UP TO 5 HOURS PER MONTH** **\$160**
 - INCLUDES UP TO 5 HOURS PER MONTH
 - PROOF WORK
 - DATA ENTRY
 - MARKET RESEARCH
 - POTENTIAL FOR OTHER TASKS UPON DISCUSSION
- **A2 - UP TO 10 HOURS PER MONTH** **\$320**
 - INCLUDES UP TO 10 HOURS PER MONTH
 - PROOF WORK
 - DATA ENTRY
 - MARKET RESEARCH
 - POTENTIAL FOR OTHER TASKS UPON DISCUSSION

A La Carte Services

- **FACEBOOK BUSINESS PAGE SETUP** **\$75**

*UPDATED AS OF JANUARY 2024. MENU SUBJECT TO CHANGE. NOTICE WILL BE GIVEN.



VIRTUALASSISTANCEBYCK@GMAIL.COM



641-919-9875