

# Pricing & Terms

Welcome!

I appreciate the opportunity to share my information and services previously discussed with you.

I know that hiring a Virtual Assistant can be an exciting yet scary step for any business. There are a lot of benefits to hiring a Virtual Assistant; the number one benefit being you get to do what you love doing most -teaching and sharing your knowledge! With that said, I am here to make the transition to hiring a Virtual Assistant as seamless as possible.

I am committed to providing the very best service to you as your Virtual Assistant and it is my number one goal to treat your business like my own, with heart, pride, and respect.

Please take a few moments to review the information on the following pages. I can't wait to hear from you.

Thanks!

Phyllis Pometta  
Virtual Assistant

# Pricing & Terms

## Monthly Hourly Retainer Packages

- 10 Hours - \$450
- 20 Hours - \$900
- 30 Hours - \$1350

Hours are tracked using Toggl. A report can be furnished at the end of the billing cycle upon request. No contracted hours will transfer or carry over to the next month.

## Social Media Management Packages

### **Starting - Engagement Essentials - \$1500**

Discovering your Engagement Essentials: strategic content scheduling, custom graphics, basic engagement, and performance reporting to boost your social media presence.

- Content Strategy Consultation
- Content Calendar
- Post Creation
- Scheduled Posting
- Community Engagement
- Basic Analytics Report

**Growth Pro - \$2250 - inquire for more details**

**Social Authority - \$3300 - inquire for more details**

# Pricing & Terms

## **Important Info: Social Media Management Packages**

Results: Social Media Marketing can be compared to a water wheel. It's a slow process, but once you get momentum, noticeable results will happen. For a brand to become recognizable or memorable, it needs to appear in front of someone 10 times.

The Guarantee. I cannot guarantee a fixed number of likes, followers, or new clients, but I track everything using analytics tools to find out what is working and what isn't. Based on that data, we can make the necessary adjustments.

Adjustments: I like to schedule a quick bi-weekly call so we can discuss what is working, what isn't, what needs to be changed or worked on or just to discuss the schedule for the remainder of the month. Social media is ever changing so if anything it gives us a time to connect and get on the same page.

Google prides itself on quality and value when deciding which pages will rank at the top of its search results. Their algorithms are constantly changing, however, these two important blogging factors remain constant and should be used in every SEO campaign.

# Pricing & Terms

My contracts are all month to month and can be canceled at any time with a 14-day notice. I do ask for a 3-month commitment to make a true impact in your marketing efforts and allow for fair assessment of my work, but again I do not require anything further than month to month.

Payments for services are due up front & prior to any work being started. If ongoing payment is not received, services will halt until payment has been received in full. We can adjust packages or add hours as deemed necessary.

This document is not a contract or binding agreement.

Please do not hesitate to contact me if you have any questions at  
[sales@phyllispometta.com](mailto:sales@phyllispometta.com)

Thank you for your consideration!