

# SERVICES GUIDE

Outta The Box



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OUTTA THE BOX



# SERVICES

## **Graphic Design via Canva**

- Designing Logos, Icons
- Creating Infographics
- Branding Stationary & Document
- Business Card Design
- Designing Banners, Headers, & Covers
- Social Media Platforms, Websites, Print
- Color Scheme & Font

## **Administrative Support**

- Newsletter Design & Basic Content Creation
- Email & Text Automation / Reminders
- Email Marketing (Basics)
- Event Calendar Management
- Internet Research
- Transcription
- Event Management
- Data Entry

## **Website Support**

- Troubleshooting
- Online Teaching Platforms
- Online Store Management
- Wix
- Landing Page & Development
- Backend
- SEO Services
- AI Prompt Engineer

## **Tools**

- FG Funnels
- Mailchimp
- Constant Contact
- Wellness Living
- Word & Excel
- Google Forms, Docs & Spreadsheets

# **MONTHLY PRICE**

**Hourly Rate: \$20.00**

**Mini Projects  
Check-In Session  
\$200.00 (trial period)**

**Part-Time Support  
Weekly Meets Included  
\$800**

**Full-Time Support  
Weekly Meets Included  
\$1600**

We will meet on a weekly basis to see what your top needs are for that week and get them done so you can focus on those tasks that generate income for you.

# STEPS TO FOR WORKING TOGETHER

01

## Client Questionnaire



Assessing your needs with our intake form to determine if our services align with your requirements, please fill out our intake form. This will enable us to understand your needs and gauge if we're a good match.

02

## Brainstorming Session



Scheduling a One-on-One to discuss priorities after completing the questionnaire, let's schedule a one-on-one meeting to discuss your top priorities. We'll brainstorm ways to minimize distractions and keep you focused on income-generating tasks.

03

## **Trial Period (\$200.00)**



Proposing a trial period for collaborative mini-projects if you're interested in working together, we can start with a trial period of mini-projects to get a feel for our collaborative style. This will be a great opportunity to learn from one another and determine if we work well together.

# 04

## Final Review



We have a work review scheduled at the end of the week to evaluate the trial period. If you're satisfied with the work, we can talk about your needs and figure out if part-time or full-time service is appropriate.

# COLLABORATION FOR SUCCESS

## Together Every Step of the Way

I aim to work closely with you throughout the process, taking your feedback and making any necessary adjustments to achieve a final result that meets your expectations and brings your vision to life.

By adopting a collaborative approach, we can ensure that everything runs smoothly behind the scenes, allowing you to focus on income-generating tasks and other priorities.

At the end of the day, my priority is to ensure that you are satisfied with the work being done and that the business is operating in a way that suits your lifestyle and preferences.

# Thank you for choosing Outta The Box services!