

## About

Our Social Media Support service is a bespoke professional service designed to provide assistance to small businesses with their social media marketing.

Typically, small business owners spend an average of 6 hours per week on social media tasks that could be delegated to a Virtual Assistant, allowing them time to focus their energies on revenue generating tasks, or business growth.

Our team are highly trained Australian Virtual Assistants. We work remotely to support your business and save you the expense of hiring a permanent employee.

For more advanced and specialised support such as branding, graphic design, Facebook Ads, Google Ads, SEO or detailed marketing strategies, we have connections with other businesses who will be able to assist you better.

Examples of the types of work we can do for you include:

- **Set up of social media accounts:** set up of Facebook, Instagram, LinkedIn and Google Business profiles for your business.
- **Basic graphic design:** using Canva, we can create branded posts and/or templates for your business to use on social media.
- **Social media scheduling:** creation of a content calendar for your business and scheduling posts at the most suitable time for each platform.
- **Social media engagement:** replying to comments on posts, direct messages, responding to reviews, engaging with followers etc
- **Hashtag research:** creation of lists of hashtags relevant to your business and industry.
- **Other support:** assistance with running competitions, set up or running of your Facebook Groups, setting up listings for sites such as Yelp, Yellow Pages, True Local etc

## Fees

We have various options available for our clients:

### Casual Hours

Invoiced in arrears at the end of each week, we charge based on the time taken to complete the work required.

### Prepaid Hours

Invoiced up-front. The actual time taken to complete the work required will be deducted from your pre-paid hours.

You have 60 days to use the prepaid hours from invoice date, which do not roll-over and are non-refundable.

If additional hours are required, simply purchase another block of hours.

These hours can also be used for other services offered by us such as Virtual Reception and Administration.

### Packages

Bundle up your social media support for a set price each month.

### Taxes

All prices quoted exclude GST.

### Minimum Term

There are no minimum terms or lock-in contracts for prepaid hours or casual hours.

For social media packages there is a 3 -month minimum term.

### Reporting

Weekly reports will be provided so that you are aware of the work being conducted on your behalf.

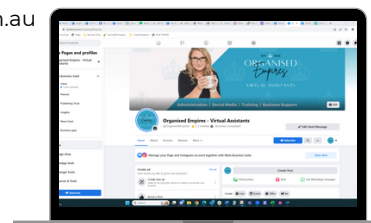
If you have Prepaid hours, you will be given notice of when you need to 'top up' so we can continue providing services to you.

Options	Fee	Savings*
Casual	\$75 per hour	-
Prepay 10 hours	\$650	\$100
Prepay 20 hours	\$1,250	\$250
Prepay 30 hours	\$1,800	\$450
Prepay 40 hours	\$2,400	\$600
Set up of accounts	\$150 per platform	-
SM Packages	From \$50 per wk	-
Custom packages are available on request. *Savings based on Casual rate.		

## Contact Us

For more information or a discussion about your business, your goals and how we can best support you, please contact:

Danielle Clayton  
 0402 047 671  
 danielle@organisedempires.com.au



Packages	Fee	Inclusions
Set Up Accounts	\$150 per platform	<ul style="list-style-type: none"> <li>• Setting up your business social media accounts on Facebook, Instagram or LinkedIn, or optimising your existing pages.</li> <li>• Creation of cover image and intro post (if required).</li> <li>• 30-minute strategy session.</li> <li>• Discounts available for multiple platforms completed at the same time - Facebook, Instagram or LinkedIn.</li> </ul>
Intro	\$200 per month	<ul style="list-style-type: none"> <li>• 1 static social media post per week including captions.</li> <li>• 1 social media story per week.</li> <li>• Monthly WIP meeting via Zoom.</li> <li>• Basic analytics review and reporting.</li> </ul>
Start Up	\$500 per month	<ul style="list-style-type: none"> <li>• 3 static social media posts per week including captions.</li> <li>• 3 social media stories per week.</li> <li>• Hashtag research and implementation suited to your audience.</li> <li>• 15-minutes of engagement on your posts per week (replies / comments).</li> <li>• 30 minute monthly strategy session and content planning.</li> <li>• Fortnightly WIP meeting via Zoom.</li> <li>• Basic analytics review and reporting.</li> </ul>
Step Up	\$1,000 per month	<ul style="list-style-type: none"> <li>• 5 static social media posts per week including captions.</li> <li>• 5 social media stories per week.</li> <li>• Hashtag research and implementation suited to your audience.</li> <li>• 30-minutes of engagement on your posts per week (replies / comments).</li> <li>• 1-hour monthly strategy session and content planning.</li> <li>• Fortnightly WIP meeting via Zoom.</li> <li>• Basic analytics review and reporting.</li> </ul>
Custom packages are available on request.		



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This is a summary of Administration services provided by Organised Empires.  
 Full details, Terms & Conditions will be provided on request.

