

freelance Timaru

2021 Rate Card



*Virtual assistance services, social media packages, or website management will be billed a month in advance with a minimum of a 90-day contract period. Please see on the below packages for further information and time frames.

Virtual Assistance

Ongoing administration support - \$45 per hour + GST

For those who want high-quality administration services on an ongoing basis (*minimum of 5 hours per month, charged in 15-minute increments thereafter*).

Suitable for: Those needing ongoing administration support.

Timeframe: Discussed on a case-by-case basis.

Casual administration support, social media, and website management - \$65 per hour + GST

For those who want high-quality administration support, social media or website management without the agency price-tag.

Suitable for: Those needing one off administration services, social media advice, or website management outside of the packages offered. For example: Data entry, document formatting, minute taking,

invoicing, social media management, website edits, content creation, e-newsletter campaigns, and more.

TIMEFRAME: Depends on the project and current workload, I will advise once I have heard the scope of the project and considered my workload.

Social Media

Social media training session - \$149 + GST

I love sharing my social media knowledge to help businesses understand how it can work in their business.

SUITABLE FOR: New or a small business looking for a social media WOF they want to self-manage.

PACKAGE INCLUDES:

- Platform specific
- 2hrs in duration

Facebook monthly package - \$349 + GST

Suitable for: New or small businesses looking for a social media kickstart to get going in the right direction.

Package includes:

- Initial 30-minute consultation do discuss content topics and goals.
- A monthly content calendar developed by me.
- 3 x creative posts per week.
- 2hrs community management monitoring and commenting on your behalf.

Facebook + Instagram monthly package - \$549 + GST

Suitable for: Small-medium businesses looking to hand over the reins of their social media wanting a personalised strategy.

Package includes:

- Initial 60-minute consultation to discuss content topics and goals, and to define what you should be doing on each platform.
- A monthly content calendar developed by me.
- 4-5 x creative posts per week on each platform.
- Daily community management to connect and engage with your audience.

Web Design

SIMPLE WEBSITE DESIGN PACKAGE - \$750 + GST**

Your website is where most people will land to find out information about your brand/business. A good website needs to be mobile/tablet responsive and be easy to navigate. Most people only spend seconds to minutes on a webpage so make sure yours packs a powerful punch.

Suitable for: New or a small business looking for a clean, professional website that is easy to edit and self-manage.

Package includes:

- 30 minute phone consultation discussing your needs
- Structure, design and navigation implementation of site on Rocketspark
- 1-4 page site
- Content/copy uploading - provided by you
- Responsive/mobile friendly designs
- Sourcing of up to 10 free stock images
- Image resizing and uploading
- Support with how to work the back end and linking domain etc.
- Basic SEO implementation - Keywords in the back of your site increasing google ranking

- Up to 15 hours design time, anything over this will be charged at my casual hourly rate

Timeframe: 1 - 4 weeks from start date

***Please note this does not including domain registration fee or ongoing domain hosting fees.*

SOPHISTICATED WEBSITE DESIGN PACKAGE - \$1200 + GST**

Your website is where most people will land to find out information about your brand/business. A good website needs to be mobile/tablet responsive and be easy to navigate. Most people only spend seconds to minutes on a webpage so make sure yours packs a powerful punch.

Suitable for: A small to medium business looking for a clean, professional website that is easy to edit and self-manage.

Package includes:

- 30-minute phone consultation discussing your needs
- Structure, design and navigation implementation of site on Rocketspark
- 4-10 page site
- Content/copy uploading - provided by you
- Responsive/mobile friendly designs
- Sourcing of up to 10 free stock images
- Image resizing and uploading
- Support with how to work the back end and linking domain etc.
- Basic SEO implementation - Keywords in the back of your site increasing google ranking
- Up to 20 hours design time, anything over this will be charged at my casual hourly rate

E-commerce:

- Product names, descriptions, RRP, and images - provided by you in CSV format

Timeframe: 2 - 6 weeks from start date

***Please note this does not including domain registration fee or ongoing domain hosting fees.*

A 50% deposit invoice is sent before beginning any website design or branding. Once the work is completed, the remaining 50% payment will be required before your site goes live.