



VIRTUAL EXECUTIVE ASSISTANCE
BLOGS VIDEO AUDIO SOCIAL MEDIA
 STERETT ENTERPRISES LLC 972-221-3504



Phone: 972-221-3504 Text/Mobile: 214-223-9503
 Gregg@GreatPeopleWorks.com

2012 TASK PRICE LIST



Blogging:

Single Blog = \$35

Three Blogs for \$100*

Special: From January 1-April 30, 2012 Buy Three Blogs and get a fourth blog free.

Video Production, Editing and Finishing - \$300 each.

Add VoiceOver for Interviews, Narration \$50.00

Promotional Consulting and Video Enhancement; pictures, graphs, music, will be a specific project estimate and cost based on time at \$20.hour.

Audio Blogs/Podcasts - My Voice add \$50. Your Voice Recorded, Edited, Finished with background music, f/x, etc. \$100 each up to 20 minutes. Studio accommodates up to two people.

WordPress Self-Hosted Website Construction including page content on up to five pages and one blog article, social media buttons, plug-ins and widgets, back-up program. \$300 on GoDaddy.com; \$400 on All Other Hosts.

Website Maintenance and Updating as needed including one blog article per month. \$35 per month.

Creative Content Pages:

Monthly Newsletters up to 2 pages \$75.00, \$20 each additional page.

Single Page Web Pages, PDF/s, Sell Sheets, Website Pages \$35 each.

Personal Services: Send hand-written cards to clients, customers, family, etc. special occasions, thank you notes, congratulations, birthdays, holidays, \$5 each plus cost of materials used and postage. Shopping, Networking, Assist Event Planning

General Administrative Support: \$20 per hour.

Virtual Executive Assistance
Sterett Enterprises LLC
 P O Box 461
 808 Azalia Drive
 Lewisville, TX. 75067
 972-221-3504
GreatPeopleWorks.com

