

*Holistic Virtual
Services Solutions*
**SERVICES
GUIDE**



Services

How I Can Help You

- Research
- Transcription
- Blog Posting
- Social Media Marketing
- Pinterest Account Management
- Social Media Management
- Graphic Design
- Newsletter Creation & Management
- Book Launch Support

Skills

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- Canva
- Trello
- Weebly & WordPress
- Tailwind
- Mailchimp
- Pinterest
- Facebook

Rates & Packages

If you use a software tool or system that you don't see here, let me know
I am adaptable!

Rates & Packages

Pricing begins at £25.00 per hour*, with discounted rates for packages

*This is the best option for occasional help + for small projects

B Starter Package

Basic Package

Standard Package

Premium Package

Executive Package

4 Hours Per Calendar Month:

10 Hours Per Calendar Month:

20 Hours Per Calendar Month:

30 Hours Per Calendar Month:

40 Hours Per Calendar Month:

Implementation of Contracted Services

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£100**

£225**

£450*

£675*

£900*

a complementary 20 minute call at the beginning of the month are included in these packages

*Weekly 20-minute strategy meetings via phone or video are complimentary on the Standard, Premium & Executive packages.

These are the best options for clients who have consistent work on a regular basis

** An additional cost of £15 per month is also required for scheduling software. For the Standard, Premium & Executive packages this cost is included.

Policies & Procedures

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Contact

Phone: 00 33 (0)6 31 88 26 24
Email: lianejune.richardsonward@gmail.com
Web: www.lianejunerichardsonward.com

*Calls and emails will be returned within 24
hours during normal business days*

Hours of Operation

Monday through Friday – 9 am to 5 pm CEST
Closed Saturdays and Sundays and all major UK &
French holidays

Scheduling

Scheduling in advance (one week is preferred, but a few days is helpful) will allow me to reserve time for you and make your project a top priority

Confidentiality

I adhere to a strict confidentiality code and your information will never be divulged to any third party.

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Rush Jobs

Projects that have an unusually quick turnaround or that require work outside of our normal business hours, on weekends or holidays are subject to an additional fee.

Invoicing

Invoicing occurs on [the 1st and 15th of the month] for hourly clients and half the invoice is payable before services are performed for packages, with the remainder due when the hours are completed. Invoices are due 5 working days after the date of invoice, or after notification of completion. A £25 late fee will be applied to all past due invoices

Payments

I accept payment via PayPal or by Direct Transfer to my UK Bank Account. You do not need to have a PayPal account to pay via their application. PayPal accepts all major credit & debit cards, and bank accounts.