



# Business Writings and Presentation

01



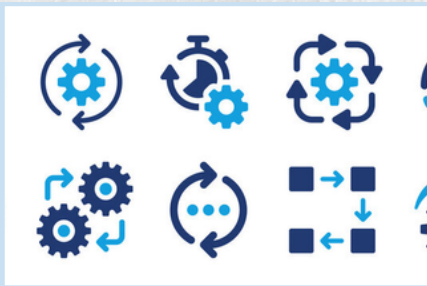
**Business Plan Writing & Review**  
\$500



**Operations Manual Dev't**  
\$600



**Strategic Planning & Execution**  
Varies



**Business Process Optimization**  
Varies



**Market Feasibility Studies**  
Varies



**KPI Framework Design**  
\$300



**Pitch Deck Creation (10-12 slides)**  
\$75



**Internal Communication Strategy**  
\$300



**Proposal & Report Formatting**  
\$100



**Tender Documentation.**  
\$100



**Portfolio Presetation Design**  
\$80



**Company Profile Creation**  
\$100







# Human Resource Solutions

02



**Talent Sourcing**  
\$150 per role



**Job Description Development**  
\$50



**Employee Handbook Crafting**  
\$250



**Onboarding Documentation**  
\$200



**Offboarding Documentation**  
\$200



**HR Policy Crafting**  
\$250



**Organizational Structure Design**  
\$100



**Virtual HR Assistant Services**  
\$250

# Virtual Assistant Services

03



**Email & Calendar Management**  
\$100



**Document Formatting**  
\$25



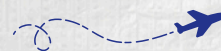
**Data Entry & Proofreading**  
Depends on volume



**Online Research & Reporting**  
\$250



**Meeting Scheduling**  
\$150 per month



**Travel Planning**  
\$150 per month



**Customer Support Services**  
\$100



**Virtual HR Assistant Services**  
\$250



**Transcribing**  
Depends on volume







# Digital Marketing Services

04



**Social Media Management**  
\$250 per month



**Content Creation**  
Depends on volume



**Email Marketing Setup**  
\$250



**Email Marketing Campaigns**  
\$200 per month



**SEO Optimization**  
\$350



**Google Business Profile Mgt.**  
\$100 per month



**Running Paid Ads**  
\$80 per month



**Analytics and Reporting**  
\$100 per month

# Branding & Design

05



**Brand Identity Creation**  
\$150



**Company Profile Design**  
\$100



**Presentation Design Templates**  
\$200



**Product Packaging Mockups**  
\$50 per product



**Brand Guidelines**  
\$300



**Social Media Branding Kits**  
\$200



**Brand Design Consultations**  
\$100



**Social Media Posters**  
\$100 per month

