



General Rate Sheet

Updated October 15, 2018 - Subject to Change

Kickoff Fee	\$275-\$330
<i>Administrative fee for new clients, based on size of retainer/project</i>	
Virtual Administrative Support	\$40/hour
<i>Scheduling, travel, inbox & task management, research</i>	
Bookkeeping	\$45/hour
<i>Invoicing, payroll, expenses (not a replacement for an accountant)</i>	
Content Curation	\$50/hour
<i>For social media, writing, or newsletter efforts</i>	
Email Marketing Support	\$50/hour
<i>Email templates, preparing campaigns (strategic direction from client)</i>	
Project Management	\$50/hour
<i>Managing relationships, assignments, deadlines, quality</i>	
Content Management	\$60/hour
<i>Content calendars, WordPress management</i>	
Writing	\$60/250 words
<i>Longform content creation, blogging, etc.</i>	
Editing	\$60/2,000 words
<i>Quality edits, proofreading</i>	
Podcast Production (30 min. episodes)	\$180/episode
<i>Audio production, show notes, image creation, iTunes setup, etc.</i>	
Video Production (30 min. episodes)	\$180/episode
<i>Video production, show notes, image creation, uploading, etc.</i>	
Additional Revisions	\$60/hour
<i>Audio production, video production, show notes, etc.</i>	
Graphic Design	\$60/hour
<i>Template design, podcast artwork, etc. in Photoshop or Canva</i>	