



If You Don't Have An Assistant, You BECOME The Assistant.

Internet Marketing Package

1. Write and submit your Press Release to various media venues
2. Blog set-up: up to 2 Blog accounts (Word Press , Blogger, others)
3. Social Media Networking Site set-up: up to 3 (LinkedIn, Plaxo, Facebook, Ning, others of your choice)
4. E-newsletter Marketing account set-up, design template and header, initial database upload: 1 account - Constant Contact or iContact (other applications will be taken into consideration)
5. **Limited Time Special Pricing: \$125 (regularly \$175)**

Internet Marketing Maintenance Package

1. Update Blog articles (provided/written by client) once a week
2. Update Social Media Networking Sites once a week (client must be somewhat interactive with these sites as there will be certain issues where the client needs to handle. ie: questions from other site members)
3. Monthly newsletter: Content provided/written by client. Eydies Office will proof, place in template, find appropriate images and arrange the content to fit template. Eydies Office will keep database up to date with names and addresses provided by client. Additional e-blasts can be added to package for an additional investment
4. Incoming emails/inquiries from Press Releases, Blogs and Networking Sites will be forwarded to client
5. **Limited Time Special Pricing: \$100 Monthly Investment (regularly \$125 per month)**

Any or all of the above can be customized to meet your needs. Restrictions may apply.

Eydies Office will not take responsibility for Blogs /Social Media Networking sites / or E-mail Marketing applications should they go off line, or other issues.

Eydies Office will keep all your log-in information, and other sensitive materials, safe and will not be shared with others. You database will not be sold or shared.

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Administrative Assistance (Database Maintenance, Follow-up Phone Calls/E-mails, Word Processing, Power Point Presentations, Scheduling, Appointments, and more), Blog/Social Media Network Marketing/Online Article Maintenance, E-Mail Marketing, Press Release, Proofreading/Editing, Web and Graphic Design, QuickBooks, Shopping Carts, Auto-Responders and so much more!