

Freedom to Focus

30 hours a month*6 months*\$1300/month

Business owners who want long-term support and have more needs can choose this package, which lets them focus on the part of their business they love while knowing their backend tasks are handled.

It is customizable so you have the support you need.

Email Inbox Options	Communication Options
Inbox organization: to include color-coded folders	Creation of Standard Operating Procedures (SOPs)
Dedicated & efficient email inbox support, including 3-4 daily check-ins to manage email	Creation of employee handbook
Organization & elimination of read/unread email	Contacting and communicating with employees, third-party affiliates, and/or clients/customers
Regular review and emptying of Spam	Focus on AEO (answer engine optimization)
Important email flagged to be read	Content creation for FB/IG and/or LinkedIn
Unsubscribe from email lists	4 SEO Blogs, 4 newsletters, flyers, copywriting
2 business-appropriate email response templates created	Editing & proofreading

These are options for what I can provide. You can mix and match to suit your needs.