



PRICE & SERVICE LIST

All NEW CLIENTS begin with a minimum of one, 5-hour, pre-paid plan. This will help you and I to identify your priorities, and help to hone in on and plan for future support in our workings together. The only exception to this requirement is on set-pricing packages, such as websites or social media.

Unlike others, all unused hours DO ROLL-OVER month-to-month. Time is billed to the second using QuickBooks integrated timer, instead of 10 or 15-minute increments.

Once the pre-paid hours are used up, you have one of two options:

- 1) Remain on Retainer, or
- 2) Switch to Pay-As-You-Go (PAYG)

RETAINER Clients: Success plans are purchased in advance on the first of the month for the upcoming month. Hours worked on your account are deducted from the hours retained for the month. Any overages will be billed at the corresponding rate below, dependent upon how many hours you used for the entire month. At the end of the month, a report will be generated and sent with your monthly invoice showing everything completed for that time period. Any pre-approved expenses and overages will be billed on the next month's retainer invoice.

PAYG Clients: Hours worked on your account are accumulated for a two (2) week period (1st -14th and the 15th - the last day of the month). At the end of each cycle, I will run a report out of QuickBooks to show you the time spent on your account. A copy of the report and invoice will be sent via Intuit Payment Network. The invoice is due upon receipt.

All PAYG invoices will reflect the corresponding rate to the total number of hours accrued for that bi-monthly cycle as follows:

ALL SERVICES – EXCEPT BOOKKEEPING		ACCOUNTING/BOOKKEEPING	
RATE/HOUR	HOURS Accrued	RATE/HOUR	HOURS Accrued
\$45	0-5	\$65	0-5
\$44	6-10	\$64	6-10
\$43	11-15	\$63	11-15
\$42	16-20	\$62	16-20
\$41	21-25	\$61	21-25
\$40	26+	\$60	26+

Please note that the service list below is by no means “all inclusive.”

If you do not see a service listed that you require, please contact me at your convenience to discuss.

I offer custom-designed success plans to meet your direct and indirect needs.

INFO@PRIVADAVS.COM | 888.515.5454 x804

All services are performed on a sliding-scale, and billed on an hourly or retainer basis, unless otherwise specified.

ACCOUNTING/BOOKKEEPING SERVICES

SERVICE	PRICE	NOTES
Basic Bookkeeping	Pricing same as "All Services" above	Custom quote needed.
Full-Charge Bookkeeping	Hourly/Retainer	Custom quote needed.
Accounts Receivable (Invoicing, CC/Payment Processing, Client File Management)	Hourly/Retainer	Custom quote needed.
Accounts Payable (Vendor File Management, Bill-Pay, etc.)	Hourly/Retainer	Custom quote needed.
Job Costing/Inventory (Cost Accounting)	Hourly/Retainer	Custom quote needed.
Management Reporting (Financial Statements, P & L, Aging Reports)	Hourly/Retainer	Custom quote needed.
Payroll Services/Management	Hourly/Retainer	Custom quote needed.
Tax Payments/Reminder Services	Hourly/Retainer	Custom quote needed.
Budgeting/Forecasting	Hourly/Retainer	Custom quote needed.
QuickBooks Customization/Training	\$75/Hour	Custom quote needed.
New Business Accounting Setup	Hourly/Retainer	Custom quote needed.

BUSINESS MANAGEMENT

SERVICE	PRICE	NOTES
Strategic Planning	Hourly/Retainer	Custom quote needed
Project Management	Hourly/Retainer	Predetermined weekly budget of hours needed
Operations Management	Hourly/Retainer	Predetermined weekly budget of hours needed
Event Management (Conferences, Trade Shows, Webinars, Telecalls, Telesummits, Virtual Training Modules, etc.)	Hourly/Retainer	Custom quote needed
Process Mapping/Reengineering	Hourly/Retainer	Custom quote needed
New Systems Implementation	Hourly/Retainer	Custom quote needed
Change Management	Hourly/Retainer	Custom quote needed
Business Plan Creation	Hourly/Retainer	Custom quote needed. Will use Business Plan Writing software to assist.
Marketing Plan Creation	Hourly/Retainer	Custom quote needed. Will use Marketing Plan Writing software to assist.
Vendor Management	Hourly/Retainer	Custom quote needed

Speaker or Coach Management	Hourly/Retainer	Custom quote needed
Office Management	Hourly/Retainer	Custom quote needed
Human Resource/Team Management	Hourly/Retainer	Custom quote needed

ADMINISTRATIVE SERVICES

SERVICE	PRICE	NOTES
Word Processing	Hourly/Retainer	As Needed.
Database Creation/Management	Hourly/Retainer	Custom quote needed.
Article Distribution	Hourly/Retainer	30 minutes per 10 Articles submitted to article sites
Customer Support (E-mail or Help Desk Based)	Hourly/Retainer	Predetermined weekly budget of hours needed
Contact Management System (Setup & Maintenance)	Hourly/Retainer	Custom quote needed.
Documents (Create, Proof, Edit, Format)	Hourly/Retainer	2 hours per every 50 pages
E-mail Management	Hourly/Retainer	Predetermined weekly budget of hours needed
Research (Internet & Traditional)	Hourly/Retainer	Predetermined weekly budget of hours needed
PowerPoint Presentation Preparation	Hourly/Retainer	2-3 hours for a presentation with no more than 30 slides. Branding & Animations included.
Tracking & Scheduling	Hourly/Retainer	Predetermined weekly budget of hours needed
Mailing Lists/Mail Merges	Hourly/Retainer	Custom quote needed.
Transcription Services	\$100 per Audio Hour	Includes transcribing, formatting, branding, and pdf creation once transcription is approved.

SOCIAL MEDIA SERVICES

SERVICE	PRICE	NOTES
LinkedIn Event Setup	Hourly/Retainer	30 minutes per event
Facebook Event Setup	Hourly/Retainer	30 minutes per event
Social Media (In-Depth) Assessment	\$247	See http://privadavs.com/products/the-social-matrix/
Social Media Profile Setup (3 of your choice)	\$97	See http://privadavs.com/products/the-social-matrix/
Social Media Maintenance	Set Pricing	See http://privadavs.com/products/the-social-matrix/
Twitter Tweet Posting/Scheduling	Set Pricing	Via Hootsuite or Tweetdeck 30 minutes per 10-20 Tweets
Social Media Marketing Plan	\$147	See http://privadavs.com/products/the-social-matrix/

AUDIO & VIDEO SERVICES (CAMTASIA & ADOBE SOUNDBOOTH CS4)

SERVICE	PRICE	NOTES
Podcasts	Hourly/Retainer	1 hour per 15 minutes of podcasting
Audio Editing	Hourly/Retainer	1 hour per 15 minutes of audio.
Video Editing	Hourly/Retainer	1 hour per 15 minutes of video.

BLOG / WEB MAINTENANCE & BLOG / WEB DESIGN SERVICES

SERVICE	PRICE	NOTES
Website Design (HTML) Planning, Development & Launch	\$1000 per Website	Includes design, template customization, graphic design, social media configuration, integration of list building and addition of up to 10 pages of content (must be provided).
eCommerce/Shopping Cart Websites (Zen Cart, PayPal Integration, ProStores, WP eStore, etc.)	Hourly/Retainer	Custom quote needed
Blog Site Design WordPress Based & Headway Theme Loaded	\$697 per Website	Includes installation, customization, graphic design, plug-in / widget configuration, integration of list building and addition of up to 10 pages of content (must be provided).
WordPress e-Store, plus Affiliate Software and eMember Setup, Test and Launch	\$697 per Website	Includes WP installation, theme upload, customization, configuration, integration, testing and launch. Client responsible for purchasing all required software for \$97.00 (all 3) in addition to this package.
DOMAINS Registration, Hosting & Email Setup	\$247 per Site	Client responsible for domain registration fee & Hosting package purchase. This package includes coordinating, running a site backup, setup hosting configuration, and data transfer (via FTP)
Ezine / Newsletter - Design and Setup	Hourly/Retainer	1-2 hours per initial design
Wishlist Membership Program Setup & Integration	Hourly/Retainer	Custom quote needed
Opt-In Page Setup	Hourly/Retainer	3-5 hours per opt-in page, thank you page and confirmation page. Includes all graphics, layout and format of copy (must be provided).
Sales Page Design	Hourly/Retainer	3-5 hours per long sales page. Includes all graphics, layout and format of copy (must be provided). Includes "thank you" page.
Maintenance (Web/Blog)	Hourly/Retainer	On an as needed basis.

GRAPHIC DESIGN SERVICES

SERVICE	PRICE	NOTES
E-Book Graphics	Hourly/Retainer	Generally takes 2-3 hours per e-book cover.
Logos - Custom	Hourly/Retainer	Custom quote needed.
Twitter Background	Hourly/Retainer	Usually takes 1-2 hours per Twitter background.
Web Graphics	Hourly/Retainer	As needed.
YouTube Background	Hourly/Retainer	Usually takes 1-2 hours per YouTube background.
Facebook Business Page – Profile Graphic	Hourly/Retainer	Usually takes 1-2 hours per Facebook graphic.
Facebook Custom FanPages	\$97	Usually takes 2-3 hours per Facebook fanpage. Content must be provided.

I can do any type of graphic with Adobe Photoshop CS4. If it's not listed above, please ask – INFO@PRIVADAVS.com.

INTERNET / EMAIL MARKETING

SERVICE	PRICE	NOTES
Affiliate Program Management	Hourly/Retainer	As needed. Initial setup takes 1-2 hours.
Blog Posts	Hourly/Retainer	Takes approximately 30-45 minutes per post including tags, categories and images.
E-Commerce Account Setup, Management & Maintenance	Hourly/Retainer	As needed. Initial setup takes 1-2 hours.
Ezine Management	Hourly/Retainer	1-2 hours per ezine. Addition of content, scheduling a draft, sending through the e-mail client
Teleclass/Telecall/Telesummit Setup & Management	Hourly/Retainer	3-5 hours to setup teleclass pages and another 1-2 hours of general management and post-teleclass activities.
Webinar Setup & Management	Hourly/Retainer	3-5 hours to setup webinar pages and another 1-2 hours of general management and post-webinar activities.
Constant Contact/iContact/AWeber Email Marketing	Hourly/Retainer	3-5 hours to setup, send, and manage bounces.

COACHING & TRAINING SERVICES

SERVICE	PRICE	DETAIL / NOTES
Coaching & Strategic Sessions	\$75 per Hour	Custom quote needed.
Training/Tutoring	\$75 per Hour	QuickBooks Premier 2007 or later, Microsoft Office XP, 2003, 2007, and Visio 2007

WRITING SERVICES

SERVICE	PRICE	DETAIL / NOTES
Technical/Copyrighting / Ghostwriting	Hourly/Retainer	Custom quote needed.
Article Writing	Hourly/Retainer	1-2 hours per article.
Blog Post Writing	Hourly/Retainer	1-2 hours per blog post.
Press Release Writing	Hourly/Retainer	1-2 hours per press release.
Proofreading / Editing	Hourly/Retainer	Custom quote needed.
Twitter Tweets	Hourly/Retainer	1 hour per 10-20 Tweets.
Website Content Writing	Hourly/Retainer	Custom quote needed.