

Services Offered by Jolene's Web Designs

WEBSITES

eCommerce Web Design, Web Hosting, Maintenance, Domain Purchase for 1 Year \$2000

Premium eCommerce Web Design Hosting and 1 Year Maintenance. We create a professional and visually appealing eCommerce site for your small business. This includes the colors of your choice, how you want it laid out, clear photographs of your store, and merchandise for posting. The site will be interactive for you and your customers to order, receive orders, and/or provide scheduled services. You can set up online delivery menus of food or merchandise to sell. Once the initial set-up has been completed and your store activated, we will link it to your credit card processor company, create a professional email address using your domain, set it up on SSL - Secure Sockets Layer, add all the SEO - Search Engine Optimization words throughout.

Depending on the number of items you want to add to your store we can add them for you with a clear picture, description, inventory SKU number system, prices, etc. Please see our Data Entry Product for adding more than 20 items to your eCommerce Store.

This package includes:

- Web Hosting
- Domain Purchase and Registration
- Website Design
- Up to 10 pages added including a Contact Page, Privacy Policy, Terms and Conditions, and Disclaimer pages.
- Add up to 20 items to your store for you
- Monthly Software Maintenance
- Training for you and one designated employee

Any other items will be discussed and agreed upon prior to any work being done. A contract must be signed for all that we have agreed upon. We require a 1/2 deposit before we start the project and a 1/2 balance due after the website is up and signed off as complete.

Premier Web Design, Web Hosting, Maintenance, and Domain Purchase for 1 Year \$1500

Premium Web Design Hosting and 1 Year Maintenance For published. We create a professional and visually appealing site for your small business. This includes the colors of your choice, how you want it laid out, clear photographs of your store, and merchandise for posting. We will create a professional email address using your domain, set it up on SSL - Secure Sockets Layer, add all the SEO - Search Engine Optimization words throughout.

This package includes:

- Web Hosting
- Domain Purchase and Registration
- Website Design
- Up to 10 pages added including a Contact Page, Privacy Policy, Terms and Conditions, and Disclaimer pages.
- Monthly Software Maintenance
- Training for you and one designated employee

Any other items will be discussed and agreed upon prior to any work being done. A contract must be signed for all that we have agreed upon. We require a 1/2 deposit before we start the project and a 1/2 balance due after the website is up and signed off as complete.

Economical Web Design, Web Hosting and Domain Purchase for 1 year \$700

Economical Web Design Hosting and 1 Year Maintenance For published. We create a professional and visually appealing site for your small business. This includes the colors of your choice, how you want it laid out, clear photographs of your store, and merchandise for posting. We will create a professional email address using your domain, set it up on SSL - Secure Sockets Layer, add all the SEO - Search Engine Optimization words throughout.

This package includes:

- Web Hosting
- Domain Purchase and Registration

- Website Design
- Up to 5 pages added including a Contact Page, Privacy Policy pages.
- Training for you and one designated employee

Any other items will be discussed and agreed upon prior to any work being done. A contract must be signed for all that we have agreed upon. We require a 1/2 deposit before we start the project and a 1/2 balance due after the website is up and signed off as complete.

Web Design and Pages with Photos Set Up on a Free Service along with training to maintain and use the site \$350

Web Design on a Free Hosting package. We create a professional and visually appealing site for your small business. This includes the colors of your choice, how you want it laid out, clear photographs of your store, and merchandise for posting.

This package includes:

- Website Design on a Free Hosting Service of your choice.
- Up to 5 pages added including a Contact Page, Privacy Policy pages.
- Training for you and one designated employee

Payment in due in full prior to work beginning.

Redesign and Update Website make SEO Compliant - \$250

We will redesign and update the website to make it SEO Compliant. If you already have a website, domain, and hosting package we can give it a fresh new look, speed up the page loading, check every page and post for SEO compliance, add a Privacy Policy Page (which is now required of any website selling anything) and even create an eCommerce section of your website for selling products, books, or services.

If you don't have a website, we can create one for you using the FREE services at Wordpress.com or Blogger. WordPress does still offer a FREE Personal website/blog for personal use and is a great starter platform for a new writer. Blogger requires you to have a Gmail account and is a very simple website/blog

service that is FREE to start. Both do have limitations on bandwidth and server space just like any FREE service. You can always upgrade later. We will help you set up the website and tweak it to your liking. We will teach you how to post to your blog, create pages, add pictures and videos, etc. We will not be adding new content for you that is a separate fee. This type of service generally takes about 3 to 5 days to complete. We also offer to help you connect to the most popular social media pages and make recommendations on how to gain more followers.

The fee for this service is due before website redesign is completed.

VIDEO

Videos Using 3D Avatars and Computer Voices - \$250 (15 to 60 seconds)

There are some instances where you would like a 3D spokesperson and/or computer-generated voice promoting your products, books, or services. This can be a very expensive format for your videos. We can help you. If you just don't want yourself in the video for whatever reason we can provide you with a Computer-generated person - 3D Avatars - and/or computer-generated voices for your video. Technology has come a long way. We subscribe to a service that can provide 1000 different variations in the model, clothing, body, etc. of the avatars and quite a few different voices including male, female, or children with different accents or plain English.

We do have the capability of translating into other languages but someone on your team must create the script and check for the accuracy of the translation. Just offering your marketing materials in at least one other language (Such as Spanish) can bring you tons of other customers. This service is extra of course and approved on a case-by-case basis.

<https://youtu.be/cQX9ND-g3AA>

Create business Commercials - 1 to 10 minutes - \$500

Create Business Commercials that are between 1 to 3-minute commercials for the services you offer, or products you sell to post on any of your social media pages. These are simple commercials with information, pictures (perhaps a short recording inside your store), and recordings of your voice as a narration or you are doing the stand-up. You can use this as advertising for an upcoming sale, or just to get the customers to see what great products or services you offer.

We add the transition effects, animations, and other items to get your message across. These will be saved in MP4 format which is compatible with almost all social media and website software. You can self-host the video on your website, upload it to your social media pages or create your own YouTube page and upload it there for easier sharing. We ask for at least one week's lead time per project. If you need

the project saved in any other media format let us know prior to the completion of the project.

<https://youtu.be/I4bN9bHSK2Q>

Event Coverage/Recording and Finalizing - \$1500 - 8 hours

Our employees can attend your event, record the participants, edit all of the film and photographs to create a compelling story to upload to YouTube and Instagram IGTV for marketing you, your participants, and future events you might host.

We can provide smaller, meaningful clips to share on all of your social media pages and your website for weeks to come.

Once the contract and cost sheet is approved we require a 1/2 deposit one week prior to the event and the balance will be due once the final edits are produced and copied to your choice of medium (flash drive, DVD, or to our secure cloud for you to download when ready).

Simulcast Live Events

Ready to Go Live with Your Customers or Readers? We Can Help You Navigate and Record Your Live Session on Facebook or YouTube. We can set up your video session, record the entire show and simulcast it to your Facebook and/or YouTube Audience.

During the show, we help you with the comments so that you can answer the questions that may come up. It can be overwhelming if you try to do all that on your own. When the show is completed, we edit the footage for sound quality and content. The finished product can be uploaded to social media and broken up into clips for future marketing strategies.

Once the terms and cost sheet have been approved, we will require a 1/2 deposit one week prior to the event and balance when we have delivered the final videos on the medium of your choice. (Flash drive, DVD, or Download from Our Secure Cloud Storage Account.)

VIRTUAL ASSISTANT, SOCIAL MEDIA COORDINATOR AND A-LA-CARTE SERVICES

Phone or Video Training and Support \$100/Hour

Phone or Video Training and Support. If you haven't elected to pay for our yearly website maintenance service, we can help you with your website on the phone or video conferencing on Facebook. The price is per hour with a minimum one-hour service fee payable in advance. Just add this service to the cart, pay and we will email you your phone number or Facebook page to connect and begin helping you. This includes help with your website, creating book covers, book commercials, and any of the other services we provide.

We are also offering an "in-person" training session for one hour in person if you live in the North Florida area preferably at one of the local libraries or my office in the Hotel Blanche in downtown Lake City, Florida. The fee for this is \$50 payable in advance which will cover my time and travel expenses. Please fill out the Appointment calendar below to pick your time and day. You will be taken directly to the PayPal payment form to pay for the service. We will email you to confirm the appointment and the place of the appointment (preferably at your local area library in the following counties - Columbia, Alachua, Duval, Clay, Baker, Union, Nassau, Suwannee, Lafayette, St. Johns, Gilchrist, Dixie,

Blog Posts and social media - Per Project, Per Event, Regular Weekly Posts

We can create new blog posts for you each week and forward them to your social media accounts. The posts will be around 500 words with two or three paragraphs. We can also schedule out a week's worth of social media posts to Twitter and Facebook. Using your subjects or our own based on what your website is about we can free you to do other more important things like finishing your next book, selling your services or products in your small business. Weekly and per event scheduled posting is \$200

We post once every other day (Monday to Saturday) to each of the social media pages and once a week to your website. We provide pertinent digital pictures for each post (by visiting your business and taking pictures of your shop, personnel, and products) that should help engage your followers. Consistent posting will help you gain followers to all your accounts and hopefully will increase your sales. We will email you a listing of the scheduled posts each Monday morning.

We do offer monthly service for small businesses and non-profits with a minimum contract of 6 months. \$800 per month we will email you an invoice directly within the first few days of the month. All the posts will be created and scheduled after we have received your monthly payment.

If you want to add videos to this schedule, we will have to add \$100 per video. They will be relevant to your business, event, or project. We can add it to your website and post it to all your social media pages. Videos will be between 15 to 60 seconds. Longer explainer videos will cost more.

Monthly Maintenance to Website

The price is for a year's service plan. \$200 for monthly visits to the site and updating or \$30/per month invoiced at the beginning of each month and due by the 5th.

Our Monthly Maintenance to Website includes one of our techs visiting your website once a month and update any software, make sure all the posts and pages have SEO-compliant titles, tags, and descriptions.

We can also help you with re-registering your domain and web hosting contracts for another year. We will need to be set up as one of the administrators on your hosting account with our own user's name and password. Each Hosting service should have the capability of allowing you to assign another person to your account. You should also be able to limit our ability to make additions or changes to your service without your permission. We do not want access to your financial information. We will email you at the end of every month to let you know what we have done and make any suggestions for improvements to your service.

WE DO NOT OFFER TO ADD CONTENT TO YOUR WEBSITE FOR THIS SERVICE. THAT IS AN ADDITIONAL FEE.

Virtual Assistant Services

There are a wide variety of activities that have to be done when you are a small business owner. Anything that needs to be done on a computer either online or using a program we can probably help you with. If you need your emails gone through, sorted into folders and labeled in importance with all the spam deleted we can do that. If you need some items added or deleted to your online store, we do that. If you need some online research done, we can do that for you and prepare an analysis of the results. If you need a flyer or two created for an upcoming sales event, we can do that as well. We can even proofread your letters, reports and presentations for you. All this to save you time and eventually money as well. We can do this on a project-by-project basis, for the week, for the month and even on an ongoing basis.

\$50 for all tasks that will only take an hour or two to complete. Billable in advance. These can be assigned after your first FREE consult session via Zoom.

\$100 for the entire day of tasks. Billable in advance

\$800 for a project that will take about 1 week - more than 40 hours but less than 80 hours. Billable $\frac{1}{2}$ in advance and the balance on completion.

\$700 per week -If you wish a regular weekly service for a variety of tasks or a set routine. Billable every week in advance.

\$3000 per month for completing projects and tasks agreed upon in advance that occur throughout the month as quickly as possible. This will be billed at the beginning of each month and due upon invoice and requires a minimum of a 6-month contract.

Data Entry for eCommerce Stores - Price Based on Quantity

Data Entry for eCommerce Stores is a service we offer to small businesses that has a website set up for eCommerce and needs assistance in getting all of your products up on the website to begin selling to the public. You will also need someone to delete products you no longer sell and make sure your inventory system is accurate at the end of each month. Some companies have a quick turnover and will

need to be updated on a weekly or even daily basis. You can purchase our Virtual Assistance Services in a Daily, Weekly, or Monthly Block.

If you have the photographs, description information for each item then we only charge the daily rate for 1 to 50 items per day.

If you have more than that you will need to multiple the day rate per 50 item lots.

For Example, you have 300 items ready to be added to your eCommerce site that will be $6 \times \$100 = \600 and it will take about 6 days

If you need us to take pictures of your products, create the descriptions, come up with an inventory scheme as well as enter each of these products into your website we will charge the weekly rate for up to 100 products. Each of these steps requires a considerable amount of time to complete not the least of which is the actual typing.

For example, if you have 300 items that need to have everything done as well as entered the price will be $3 \times \$600 = \1800 and it will take approximately 3 weeks to complete.

Finally, if you just have a bunch of items you want to add to your website that will take around 200 hours or more to complete then choose the monthly rate.