START UP!

The typical length of time to complete all actions items is two months. It's possible we will be done sooner, but that's the target! Your Start Up! package includes:

Meetings: Four 30-min meetings with me to iron out details. We will meet every other week during the duration of the project.

Domain name purchase: You give me the name(s) and I will check for availability and purchase prices. Once you decide on the perfect name, I'll get it set up for you.

Logo creation: I am not a graphic designer, but I can use online logo creation tools to get you a really good, simple logo. (If you desire something more complex, I will refer you to a wonderful graphic designer and manage the project for you.)

Email set up: I can set up email hosting once you have your domain name. If you already have email, I can get it set up in the server of your choice (G Suite, Outlook, etc.) and set up signature blocks.

Wordpress website and hosting: If you don't already have a website, I can get this process started for you. I can get you signed up for hosting and then create a simple Wordpress site for you. [You will be required to provide the content and images used.] Does *not* include eCommerce set up.

Social media: I will assist with creating and connecting new business pages on all social media. I will use similar language that is provided during the website creation process.

Company documents (letterhead, etc.): Once we have your logo created, I can create stock business documents for your use.

Newsletters: I can take your downloaded list of contacts and add them to start your mailing list. I can also prepare a basic template including logo and any standard language you would use for sending newsletters.

Business cards (if needed): I will take your logo and company information and design a simple business card for your use.

The following are all services you may need but there are lots of choices on platforms for each. I will help you decide on what will work best for you and your business and then take care of all the details in getting them set up for you!

Password manager: Great for working with a team or an assistant.

Invoicing and/or bookkeeping system

Video Conferencing

CRM (customer/client relationship manager): I will link your contacts to get you started.

Cloud storage

Project management software: I will start a simple project template to get you started.

Document signing tool: Great for client contracts and agreements.

Scheduling/calendaring tool

Reception services

Fax

Shipping options

Business phone line

Professional organizations (if needed)

Professional licenses (if needed)