

## Your Newsy Notes, LLC Services Price List

### 1) PDF Newsletter Prices – submit invoice to customer upon approval of final draft

<b>Services</b>	
Template	Create and design to include your logo, and match your website or company colors
Content	Incorporate and format your content (text, images, graphics)
Assemble content	Light editing, proofreading, font selection, stock photos
Price per 8.5" x 11" page (one side)	Starting at <b>\$90</b> (other sizes will be charged proportionally)
Revisions	2 major revisions included; <b>\$60/hour</b> for additional revisions; see #12 below for details on revisions

### 2) PDF Brochure Prices – submit invoice to customer upon approval of final draft

<b>Services</b>	
Design and create brochure	Include your logo, and match your website or company colors
Content	Incorporate and format your content (text, images, graphics)
Assemble content	Light editing, proofreading, font selection, stock photos
Price per 8.5" x 11" basic tri-fold	Starting at <b>\$500</b> (other sizes will be charged proportionally)
Revisions	2 major revisions included; <b>\$60/hour</b> for additional revisions; see #12 below for details on revisions

### Printing Services for PDF Newsletters and Brochures:

Your Newsy Notes, LLC can coordinate your printing order with a commercial printing company. There will be a 15% print supervision charge in addition to the cost of printing.

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**3) Assisted Setup and Jump Start for Constant Contact** – submit invoice to customer for \$500 after first campaign is scheduled for delivery or survey goes “live”; submit invoice for balance (\$500) after second campaign is scheduled for delivery or survey goes “live”

Services	
Hands-on assistance in account setup	Not to exceed 4 hours (email list must be in correct format prior to session)
Review of Constant Contact website and tutorials	Included
Hands-on assistance with first 2 services (email marketing campaigns and/or surveys)	Not to exceed 16 hours; <b>evenings or weekends preferred</b> (Allows for undisturbed learning environment)
2 phone consultations after the initial setup and hands-on assistance	Not to exceed 8 hours
Price (please have credit card available at time of account setup, if contact list contains more than 100 emails)	<b>\$1000</b>
Revisions	2 major revisions included; <b>\$60/hour</b> for additional revisions; see #12 below for details on revisions
<b>Note:</b> Additional consultations at <b>\$100/hr (phone)</b> and <b>\$150/hr (in person)</b>	

**4) Quick Start Service for Constant Contact** – submit invoice to customer upon completion of setup and template approval

Services	Option 1	Option 2	Option 3	Option 4
Account Setup	Included	Included	Included	Included
Template – Modify to add company logo and colors	Included	Included	Included	Included
Upload email list (need at least First Name, Last Name, email address)	Included, if via Excel or .CSV formats	Manual entry, 1-500 emails	Manual entry, 501-1000 emails	Manual entry, 1001-1500 emails
Price (please have credit card available at time of account setup, if contact list contains more than 100 emails)	<b>\$100</b>	<b>\$300</b>	<b>\$500</b>	<b>\$700</b>
Add website sign-up and welcome letter	<b>\$50</b> additional for any option			
<b>Note:</b> Template changes after 30 days charged as a new template (\$100).				
<b>Note:</b> Manual entry of emails after initial setup at rate of \$200 per 500 emails.				

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**5) Constant Contact Email Marketing Campaign Creation (newsletter, announcement, promotion)** – submit invoice to customer upon scheduling of delivery

<i>Services</i>	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>	<i>Option 4</i>
Template	Modify to add company logo and colors	Modify to add company logo and colors	Modify to add company logo and colors	Customized beyond Constant Contact templates
Upload and format text and images	1-3 pages	4-6 pages	7-9 pages	N/A
Schedule delivery	Included	Included	Included	N/A
Price	<b>\$200</b>	<b>\$300</b>	<b>\$400</b>	<b>Refer to Constant Contact or Business Partner</b>
Revisions	2 major revisions included; <b>\$60/hour</b> for additional revisions; see #12 below for details on revisions			
<b>Note:</b> Additional emails added to email list(s) at no cost if in correct format. Manual entry of emails at rate of \$200 per 500 emails.				

**6) Constant Contact Surveys** – submit invoice to customer upon survey going “live”

<i>Services</i>	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>	<i>Option 4</i>
Template	Select and customize	Select and customize	From scratch	From scratch
Build and test	Included	Included	Included	Included
Customize email invitation	Included	Included	Included	Included
Link from your website to the survey	No	Yes	No	Yes
Price	<b>\$200</b>	<b>\$250</b>	<b>\$500</b>	<b>\$550</b>
Revisions	2 major revisions included; <b>\$60/hour</b> for additional revisions; see #12 below for details on revisions			

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### 7) Constant Contact Polls – submit invoice to customer upon delivery of html code

<i>Services</i>	<i>Single Poll</i>
Template	Select and customize
Build and test	Included
Provide html code for your website	Included
Price	<b>\$50</b>
Revisions	2 major revisions included; <b>\$60/hour</b> for additional revisions; see #12 below for details on revisions
<b>Note:</b> Survey subscription required to do polls.	

### 8) Constant Contact Utilization Report Delivery – submit invoice to customer upon delivery of report

<i>Services</i>	<i>Price</i>
Report on email marketing campaign utilization (time/day open, open rates, bounces, click through rates, forward, undeliverable, blocked)	<b>\$100 per campaign</b>
Report of survey results	<b>\$100 per survey</b>

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### 9) Constant Contact Monthly Subscription Fees

- **60-day free trial for up to 100 email contacts or 250 survey responses**

- **Email Marketing Campaigns** (newsletters, announcements, promotions) and **Surveys**

<i>Email list size</i>	<i>Monthly fee for Email Marketing Campaigns</i>	<i>Monthly fee for Surveys</i>	<i>Survey response limit per month*</i>
0-500	\$15	\$15	500
501-2,500	\$30	\$30	2,500
2,501-5,000	\$50	\$50	5,000
5,001-10,000	\$75	\$75	10,000
10,001-25,000	\$150	\$150	25,000
25,000+	Request pricing from Constant Contact	Request pricing from Constant Contact	25,000+

\*Monthly survey responses exceeding your response limit will be billed to your account at \$0.05 per response.

Helpful hints to control survey cost: 1) apply maximum number of responses per survey, 2) allow one response per computer, 3) remove “forward” option

- **Email Marketing Campaign Archive** for just \$5/month; instantly turn the emails you've sent into easy-to-view web pages
- **Premium Image Hosting** for just \$5/month; gives 25MB of image storage (about 1,200 images) rather than the five images of Standard Image Hosting
- **Bundle your services and save 50%** on second tool – sign up for email marketing campaigns and surveys (email list of 0-500 is \$15/month; then survey tool is \$7.50/month)
- Save more with: **prepayment** – 10% discount for 6 month prepayment; 15% discount for 12 month prepayment  
**non-profits** – 20% discount for 6 month prepayment; 30% discount for 12 month prepayment

For additional information regarding Constant Contact’s prices and services please visit: <http://www.constantcontact.com/pricing/index.jsp?pn=yournewsynotes>

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### 10) Research

Research includes the following:	
<ul style="list-style-type: none"> <li>• Identification of industry specific filler articles, tips, quotes</li> <li>• Obtain permission for use of copyrighted materials</li> <li>• Identification of stock photos, graphics, images</li> </ul>	
Price	<b>\$60/hr</b>

### 11) Copyrighted materials

Purchase of copyrighted materials	
<ul style="list-style-type: none"> <li>• Customer is responsible for cost of copyrighted materials</li> <li>• Purchase made after customer approval</li> <li>• Cost of purchase added to final invoice</li> </ul>	
Price	<b>Based on provider of copyrighted material</b>

### 12) Revisions

Major revisions include changes to:	
<ul style="list-style-type: none"> <li>• Template(s)</li> <li>• Layout design</li> <li>• Color scheme</li> <li>• Fonts</li> <li>• Photo, graphic, image layout</li> <li>• Text/content (articles, tips, quotes, etc)</li> </ul>	
Price	<b>\$60/hr after first 2 major revisions</b>