

## Your Newsy Notes, LLC Services Price List

### 1) Newsletters and Event Programs

<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
<b>Pricing and Revision Policy</b>	
Price per 8.5" x 11" page (one side)	<b>\$500</b> for up to 4 pages; <b>\$90</b> for each page thereafter (other sizes will be charged proportionally); <i>discounts may apply for recurring newsletters</i>
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 below for details on revisions
Additional pricing may apply	See page 8 & 9 for details

Invoice for balance of project cost submitted to the client upon project completion.

### 2) Brochures

<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
<b>Pricing and Revision Policy</b>	
Price per 8.5" x 11" basic tri-fold	<b>\$500</b> (other sizes will be charged proportionally)
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 below for details on revisions
Additional pricing may apply	See page 8 & 9 for details

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### Printing Supervision Service Fee:

Your Newsy Notes, LLC can coordinate client's printing order with a commercial printing company. A 15% supervision service fee (which is based on cost of printing) will be added to client's final invoice. This fee is in addition to the printing cost. Fee includes submitting the file, checking color proofs, matching it with the design, making changes or solving problems if needed, and coordinating the final print delivery to the client. Otherwise, the print-ready file will be delivered to the client to handle the entire print process directly with the commercial printer of the client's choice.

## Your Newsy Notes, LLC Services Price List

### 3) Basic Account Setup for Constant Contact Email Marketing

<b>Services</b>	
Up to 1 hour initial phone consultation	
Overview of Constant Contact and permission based email marketing	
Create username and password	
60 day free trial (if contact list contains less than 100 email addresses)	
<b>Price – FREE</b>	

### 4) Constant Contact Account Setup Review

<b>Services</b>	
Review account setup and provide recommendations	
Price	<b>\$100</b>
Deposit (applied to final project cost)	<b>\$50 (non-refundable)</b>

Invoice for balance of project cost submitted to the client upon review completion.

### 5) Quick Start Service for Constant Contact Email Marketing

<b>Services</b>	
Overview – Constant Contact and permission based email marketing	
Account Setup – create username/password; enter organization and signature information; settings for time zone, footer options, “from name”, authentication and opt-in	
Template selection and modification to add <i>Client</i> logo/colors	
Generate html code for website sign-up box	
Generate URL for Join My Mailing link on Facebook profile page and Twitter profile (link can also be Tweeted)	
Provide link for Constant Contact QuickView iPhone and iPodTouch app	
Create and customize welcome letter	
Activate subscriber notice report	
Email contact list preparation to ensure compliance with Constant Contact operations (such as role addresses)	
Upload email contact list (first name, email address at a minimum) in Excel or .CSV format	

#### **Pricing and Revision Policy**

Price	<b>\$500</b>
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)
Additional pricing may apply	See page 8 & 9 for details

**Note:** If your contact list contains more than 100 email addresses, Client must enter credit card payment information before any campaigns can be scheduled.

Invoice for balance of project cost submitted to the client upon project completion.



## Your Newsy Notes, LLC Services Price List

### 6) Constant Contact Email Marketing Campaign Creation

<b>Services</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Number of pages</b>	<b>1-3 pages</b>	<b>4-6 pages</b>
Template – selection and modification to add <i>Client</i> logo/colors	Included	Included
Design the layout of html campaign	Included	Included
Upload text, images/graphics, and pdf files	Included	Included
Format text and images/graphics	Included	Included
Run anti-spam checker	Included	Included
Forward to a friend link	Included	Included
Place and activate URLs	Included	Included
Subject line creation	Included	Included
Activate permission reminder	Included	Included
Activate social media distribution links (Facebook, Twitter, LinkedIn, Flickr, blog)	Included	Included
Insert blog content – upon completion of Beta testing	Included	Included
Link to YouTube, Vimeo, and/or Blip.TV videos, if applicable	Included	Included
Test campaign in various web browsers (Internet Explorer, Firefox, Google Chrome, Safari, Opera) and email applications (Microsoft Outlook, Thunderbird)	Included	Included
Tailoring text version of the campaign – if client wants text version without links, images, graphics	<b>\$100/hour</b>	<b>\$100/hour</b>
Submit draft to <i>Client</i> for approval	Included	Included
Schedule delivery and staging of campaign (interact with Constant Contact Compliance Department on behalf of <i>Client</i> )	Included	Included
Archive campaign (w/ bookmark and share option), if applicable	Included	Included
<b>Pricing and Revision Policy</b>		
Price – <i>discounts may apply for recurring campaigns</i>	<b>\$500</b>	<b>\$1000</b>
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)	
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 below for details on revisions	
Additional pricing may apply	See page 8 & 9 for details	
<b>Note:</b> Additional emails added to email list(s) at no cost. Need to be in Excel or .CSV formats.		

Invoice for balance of project cost submitted to the client upon project completion.

## Your Newsy Notes, LLC Services Price List

### 7) Constant Contact Event Marketing Campaign Creation

<i>Services</i>	<i>Description</i>
Overview of Constant Contact and permission based email marketing	
Create E-mail list	Identify/upload email distribution list (list must be in Excel or .CSV format)
Create event information	Enter event details from client into Constant Contact database
Create event invitation	Select template, modify to add company logo and colors, design the layout, upload text and images, format text and images, subject line creation
Edit registration page	Design the layout, upload text and images, format text and images
Create event homepage	Select template, modify to add company logo and colors, design the layout, upload text and images, format text and images, place and activate URLs (including social media)
Publish event	Identify invitation list and schedule delivery
<i>Pricing and Revision Policy</i>	
Price	<b>\$500</b>
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 below for details
Additional pricing may apply	See page 8 & 9 for details
<b>Note:</b> Tracking registrations and reports are charged according to our Research/consultation fees (see #15 below for details)	

Invoice for balance of project cost submitted to the client upon project completion.

## Your Newsy Notes, LLC Services Price List

### 8) Assisted Setup and Jump Start for Constant Contact Campaigns

<b>Services</b>	
Includes all services in items #3, #5 and #6 above.	Up to 4 hours (email list must be in correct Excel or .CSV format prior to session). Up to 4 people may participate.
Review of Constant Contact website and tutorials	Included
Hands-on assistance with first 2 services (email newsletters, announcements, promotions, events and/or surveys)	Up to 16 hours; <b>evenings or weekends preferred</b> (allows for undisturbed learning environment)
Phone consultations after the initial setup and hands-on assistance	Up to 8 hours
<b>Pricing and Revision Policy</b>	
Price	<b>\$1500</b>
Deposit (applied to final project cost)	\$500 is due before work will begin (non-refundable)
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 below for details on revisions
Additional pricing may apply	See page 8 & 9 for details
<b>Note:</b> Additional consultations at <b>\$100/hr (phone) and \$150/hr (in person)</b> – billed in 15 minute intervals	
<b>Note:</b> If your contact list contains more than 100 email addresses, Client must enter credit card payment information before any campaigns can be scheduled.	

Invoice submitted to client for \$500 after first campaign is completed; second invoice submitted for balance (\$500) after second campaign is completed.

### 9) Constant Contact Surveys

<b>Services</b>	
Select and customize template	
Build and test survey	
Customize email invitation	
Provide URL for link to survey from your website, blog, or social media	
<b>Pricing and Revision Policy</b>	
Price	<b>\$500</b>
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 for details on revisions
Additional pricing may apply	See page 8 & 9 for details
<b>Note:</b> Constant Contact survey subscription required (see #13 below for Constant Contact pricing).	

Invoice for balance of project cost submitted to the client upon project completion.

## Your Newsy Notes, LLC Services Price List

### 10) Constant Contact Polls

<b>Services</b>	
Select and customize template	
Build and test poll	
Generate html code for link from your website to the poll	
<b>Pricing and Revision Policy</b>	
Price	<b>\$250</b>
Deposit (applied to final project cost)	50% of project cost is due before work will begin (non-refundable)
Revisions	1 major revision included; <b>\$100/hour</b> for additional revisions; see #17 below for details on revisions
Additional pricing may apply	See page 8 & 9 for details
<b>Note:</b> Constant Contact survey subscription required for surveys (see #13 below for Constant Contact pricing).	

Invoice for balance of project cost submitted to the client upon project completion.

### 11) Constant Contact Email List Database Management

<b>Services</b>	
Update database with new contacts	
Manage bounced emails	
Multiple list management, if applicable	
Interact with Constant Contact Compliance Department on behalf of Client	
<b>Pricing</b>	
Price	<b>\$100/hour</b> – billed in 15 minute intervals

Invoice submitted to client upon completion of database management.

### 12) Constant Contact Results Review and Campaign Impact Report

<b>Services</b>	<b>Price</b>
Report on email marketing campaign utilization (time/day open, open rates, bounces, click through rates, forward, undeliverables, blocked)	<b>\$100 per campaign</b>
Report of survey results	<b>\$100 per survey</b>
Additional pricing may apply	See page 8 & 9 for details

Invoice submitted to client upon delivery of report.

## Your Newsy Notes, LLC Services Price List

**13) Constant Contact Monthly Subscription Fees (paid directly to Constant Contact by client; client should ALWAYS check Constant Contact website for latest pricing and discounts)**

<b>Email Marketing Campaigns - 60-day free trial for up to 100 email contacts</b>	
<i>Email list size</i>	<i>Monthly fee for Email Marketing Campaigns</i>
0-500	\$15
501-2,500	\$30
2,501-5,000	\$50
5,001-10,000	\$75
10,001-25,000	\$150
25,000+	Request pricing from Constant Contact
<b>Surveys - 60-day free trial for up to 100 survey responses</b>	
<i>Survey response limit per month</i>	<i>Monthly fee for Surveys</i>
0-5,000	\$15
0-5,000 with purchase of email marketing	\$10
5,001+	5 cents overage charge each additional response
<b>Event Marketing - 60-day free trial for up to 10 registrants</b>	
<i># of open event</i>	<i>Monthly fee for Event Marketing</i>
0-5	\$15
6-10	\$30
11-20	\$50
21+	Request pricing from Constant Contact

- **Email Marketing Campaign Archive** for just \$5/month; instantly turn the emails you've sent into easy-to-view web pages
- **MyLibrary Plus** for just \$5/month; gives 50MB of image and pdf file storage rather than the five image and five pdf file storage of standard MyLibrary.
- 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>

## Your Newsy Notes, LLC Services Price List

### 14) Online Retail Shops – CafePress and Zazzle

<b>Services</b>	
Account Setup – create username/password; enter organization information; company links	
Upload client logo for storefront	
Provide retail shop link to client	
Initial merchandise selection	
Upload client logo, images, text for inclusion on merchandise	
Coordinate with client on continued administration of the retail shop	
<b>Pricing</b>	
Price	<b>\$100/hour</b> – billed in 15 minute intervals

### 15) Administrative/Research/Consultation

<b>Administrative/Research/Consultation includes the following:</b>	
<ul style="list-style-type: none"> <li>• Editing of images/graphics provided by client to enable usage in project</li> <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> <li>• PDF conversion (Word, Excel, Publisher documents)</li> <li>• Administrative duties as requested by client</li> </ul>	
Price	<b>\$100/hr</b> (added to final project cost) – billed in 15 minute intervals

### 16) Copyrighted materials

<b>Purchase of copyrighted materials</b>	
<ul style="list-style-type: none"> <li>• Client is responsible for cost of copyrighted materials</li> <li>• Purchase made after client approval</li> <li>• If Client wishes to retain ownership/license for copyrighted materials, they must directly purchase materials and licensure</li> </ul>	
Price	<b>Based on provider of copyrighted materials</b>

## Your Newsy Notes, LLC Services Price List

### 17) Revisions

#### Major revisions include changes to:

- Template(s)
- Layout design
- Color scheme
- Fonts
- Photo, graphic, image layout
- Text/content (articles, tips, quotes, etc)

Price	<b>\$100/hr after first major revision on any project</b> (added to final project cost) – billed in 15 minute intervals
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### 18) Expedited Services

#### Expedited Services Surcharge

- If client submits a project and needs delivery within 5 business days (this does not include time for printing)
- **This surcharge must be approved by client (in writing) before project will be accepted by Your Newsy Notes, LLC**

Price	<b>Surcharge will be 50% of the normal cost of the project</b> (added to final project cost). Surcharge will be 100% if work is required over weekends or holidays (added to final project cost).
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