

Office Solutions ^{ME}

SOCIAL MEDIA MANAGEMENT

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PROFESSIONAL SERVICES COSTS	
Hourly Fee	\$40
Total Estimated Hours for 1 st Month	6
Discounts Applied (1 st hour free and Prepaid 5 hours)	\$50
Total Professional Services Cost – 1st Month	\$190.00
ITEMIZED TASK LIST AND ASSOCIATED HOURS – 1ST MONTH	
Task (including, but not limited to the following)	Estimated Hours
1. Create LinkedIn Profile <ul style="list-style-type: none">a. Company Information and Summaryb. Employment information and educationc. Awards and Certificatesd. Personal Interests and Hobbiese. Import Presentationsf. Set-up contact and e-mail parameters	3
2. Manage LinkedIn Profile <ul style="list-style-type: none">a. Update and Post topics relevant to business and interestsb. Connect to people that are of interest and can help with business goalsc. Join Groups that are of interest and can help with business goals	1
3. Manage Twitter Profile <ul style="list-style-type: none">a. Update and Post topics relevant to business and interestsb. Follow people that are of interest and can help with business goals	1
4. Manage Facebook Profile <ul style="list-style-type: none">a. Update and Post topics relevant to business and interestsb. Friend people that are of interest and can help with business goals	1
Total estimated Hours for 1st Month	6

SUGGESTED TASK LIST AND ASSOCIATED HOURS PER MONTH - ONGOING	
Task (including, but not limited to the following)	Estimated Hours
1. Manage LinkedIn Profile a. Update and Post topics relevant to business and interests b. Connect to people that are of interest and can help with business goals c. Join Groups that are of interest and can help with business goals d. Post relevant discussions e. Answer questions and e-mail messages	1.5
2. Manage Twitter Profile a. Update and Post topics relevant to business and interests b. Follow people that are of interest and can help with business goals c. Interact via ReTweeting and Direct Messaging	1.5
3. Manage Facebook Profile a. Update and Post topics relevant to business and interests b. Friend people that are of interest and can help with business goals	1
4. Meeting to discuss Social Media Strategy and Usage a. Tutorials as needed	1
Total Suggested Hours per month – ongoing	5