



MAILCHIMP PACKAGES

"Less Admin. More Creation."

Giving my clients the space to create & support others
without the pressure of dealing with back office and /or admin work.



Why would you need Virtual Admin Assistance?

There will be a point in your business when your workload will increase and many new leads/clients coming on board at a steady rate. Which means you are getting busier and busier, which can result in inbox overload, appointments missed or lost and your website not being as up to date as it could be.

Add to that creating and sending out emails/newsletters to your leads and clients, well, your day is jam packed every day!

I love working with people like yourself and help them reach their goals by being their business (admin) support.

I offer 2 Mailchimp packages targeted to suit your needs to provide some relief & bring back flow, energy & total excitement to your (working) day!

What is my mission & Who am I?

My mission is to assist and support Coaches on their journey to empowering others & take over certain admin work to ensure a smooth daily running of their business.

I'm Birgit, the creator and main business support chick alas virtual background singer when it comes to 'back office' work.

So far, I have tasted the life of working in three countries and three different cultures (Switzerland, England & Australia), which shaped me into a flexible, reliable and 'I give everything a go' person.

Whilst I love all things self-development I equally love to spend time with hubby & cat, am into music, watch TV shows & movies, catching up with friends and working on my passion project "Living on the B Side".



Mailchimp – Let’s Get You Started Package

If you want to centralise your newsletters, get them set up and ready to work with, then this package is for you.

What’s included:

- Register your FREE Mailchimp account
- Add your email list to MailChimp - up to 100 names to 1 list (you have to have permission to add them)
- Create one basic newsletter template, including your logo/image
- Create first campaign - incl. content & images of your choice
- Create sign up forms for 1 list, including your logo/image and content of your choice
- Customize the list form “Thank you for subscribing” with copy your choice
- Integrate Facebook and Twitter to post the newsletter to your feed social media account feeds
- Add social sharing buttons, so your readers can share your email on their social media accounts
- Add video to your template if requested
- Schedule your very first newsletter to be sent out
- 30 minutes of training via Skype or Zoom

Pricing:

\$105 (no GST charged)

(Please note: day & time of newsletter send out has to be agreed a week in advance to ensure timely delivery & send out of it.)

Mailchimp – Let’s Keep Your Rolling Package

You are set up and going, yet you don’t really have the time to ensure the regularity of your newsletters going out. That’s where I can assist.

What’s included:

- Create 1 to 4 newsletters per month (content, images & other details provided by yourself)
- Schedule newsletter in to be sent at agreed time
- Basic reporting on each newsletter
- 30 minutes consultation via Skype or Zoom per month

Add on options/Extras:

- Create or adapt relevant sign up forms with your content & Images - \$45 (no GST charged) one off payment
- Create automation sequence for 1 list, including 4 emails (content, images, etc provided by yourself) - \$95 (no GST charged) one off payment

Pricing:

\$245 (no GST charged) – Monthly Package

\$65 (no GST charged) – Weekly Package

(Please note: day & time of newsletter send out has to be agreed a week in advance to ensure timely delivery & send out of it.)



Business Support for Coaches & Solopreneurs

Haven't found the Mailchimp support you need?

Please get in touch with me by email or via the 'Contact Me' form on my website and we will organise a day and time to have a chat and figure out your exact needs.

Have other questions not Mailchimp related?

No problem. I am happy to answer any questions you might have, so please get in touch with me and I will get back to you usually with 24 hours, if not earlier.