

*Personalized*

# BUSINESS MANAGEMENT SERVICES

See <http://brendadunagan.com/services/> for pricing options and contact information.

## Free Consultation Call

30-minute call to see if we're a good fit for you and which package fits you.

## Very Simple Guarantee

If you're not satisfied, we're not satisfied. We'll either make it right or refund your fee in full for any month we don't meet or exceed your expectations.

## Business Management Services

<b>Manage Administrative Functions</b>	<ul style="list-style-type: none"><li>• Project Management</li><li>• Business Analysis to Determine Cost and Time Efficiencies</li><li>• Creation of a Process for Your Business Operations</li><li>• Email Management</li><li>• Calendar<ul style="list-style-type: none"><li>○ Appointment Scheduling</li><li>○ Meetings</li><li>○ Conference Calls</li></ul></li><li>• Correspondence</li><li>• Communications</li><li>• Client Database – Creation and Maintenance</li><li>• Customer Care</li><li>• Word Processing<ul style="list-style-type: none"><li>○ Document Formatting, Editing, Review</li><li>○ Manuals</li><li>○ Reports</li><li>○ Workbooks</li></ul></li><li>• Requests for Proposal (RFP) Preparation</li><li>• Internet Research<ul style="list-style-type: none"><li>○ Search Internet for Data</li><li>○ Prepare Report / Summary</li></ul></li><li>• Personal Assistance<ul style="list-style-type: none"><li>○ Travel – Air, Car, Hotel Reservations</li><li>○ Vacation Planning</li><li>○ Personal Correspondence</li><li>○ Gift Ordering</li></ul></li></ul>
<b>Manage Financials</b>	<ul style="list-style-type: none"><li>• Bookkeeping</li><li>• Budgeting</li><li>• Financial Forecasting</li></ul>

## Business Management Services

<p><b>Manage Online Presence</b></p>	<ul style="list-style-type: none"> <li>● Website Development, Editing, and Maintenance*             <ul style="list-style-type: none"> <li>○ Content Creation and Management</li> <li>○ Create Sales Pages</li> <li>○ Blog Creation and Posting</li> </ul> </li> <li>● Online Community             <ul style="list-style-type: none"> <li>○ Creation and Maintenance</li> <li>○ Membership Management</li> <li>○ Post Classes and Replays</li> </ul> </li> <li>● eCommerce             <ul style="list-style-type: none"> <li>○ Shopping Cart</li> <li>○ Affiliate Program Management</li> <li>○ Autoresponders</li> </ul> </li> <li>● Social Media</li> <li>● Newsletters Email Marketing             <ul style="list-style-type: none"> <li>○ iContact</li> <li>○ Constant Contact</li> <li>○ Mail Chimp</li> <li>○ AWeber</li> </ul> </li> <li>● Podcasting             <ul style="list-style-type: none"> <li>○ Set up Teleseminar Calls</li> <li>○ Set up Podcasting in LibSyn</li> <li>○ Post Audio to iTunes</li> <li>○ Post Podcasts to Website</li> <li>○ Post Videos to YouTube / Vimeo</li> </ul> </li> </ul>
<p><b>Manage Promotion and Creative Services</b></p>	<ul style="list-style-type: none"> <li>● Audio / Video Editing*</li> <li>● Graphic Design Services*</li> <li>● Writing Services             <ul style="list-style-type: none"> <li>○ Speeches</li> <li>○ Blogs</li> <li>○ Newsletters</li> <li>○ Press Releases</li> <li>○ Promotional Materials</li> </ul> </li> <li>● eBook Design</li> <li>● Program / Campaign Creation</li> </ul>
<p><b>Manage Training / Coaching, Events, and Speaking Engagements</b></p>	<ul style="list-style-type: none"> <li>● Research / Planning</li> <li>● Design / Development of Themes and Materials</li> <li>● Scheduling</li> <li>● Speech Writing</li> <li>● Promotion</li> <li>● Audio/Video Creation*</li> <li>● Webinar Creation and Setup</li> <li>● Budget</li> <li>● Registration</li> </ul>

*\*Additional fees may apply, depending on scope of work.*