

# Chelsea Meece

## SERVICES MENU



BE YOUR BEST SELF, LLC

*contact*

CHELSEA MEECE

BYBS@CHELSEAMEECE.COM

CHELSEAMEECE.COM/VA-SERVICES



# *A la Carte* MENU

## **SOCIAL MEDIA**

GRAPHIC CREATION (1 + CAPTION)	\$33
GRAPHIC CREATION (BUNDLE 3)	\$77
SOCIAL MEDIA AUDIT	\$111
CONTENT CALENDAR (1 MO/8 POSTS)	\$222
REELS/SHORTS EDITING	\$55
ANALYTICS REPORT	\$111
AD CREATION (GRAPHIC + CAPTION)	\$44

## **VIRTUAL ASSISTANCE**

EMAIL CAMPAIGN MARKETING	
• (3-EMAIL SERIES)	\$222
EMAIL CAMPAIGN MARKETING	
• (5-EMAIL SERIES)	\$333
DATA ENTRY	\$55+
RESEARCH TASKS	\$55+
TRAVEL & EVENT PLANNING	\$55+

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## WRITING

BLOG POST (UP TO 500 WORDS)	\$55
BLOG POST (UP TO 1000 WORDS)	\$111
WEBSITE COPY (PER PAGE)	\$111
WEBSITE COPY (5 PAGES)	\$444
PRODUCT DESCRIPTIONS (10 ITEMS)	\$111
EDITING/PROOFREADING (PER 1,000)	\$111
GHOSTWRITING/GRANTWRITING	\$222+

## DESIGN

BUSINESS CARD CREATION	\$55
BRAND KIT CREATION	\$222
SOCIAL MEDIA TEMPLATES (5-10)	\$222
EBOOK/PDF DESIGN (5-10 PAGES)	\$222
INSTAGRAM HIGHLIGHT COVERS (5)	\$111
PRESENTATION DECK (UP TO 10 SLIDES)	\$333
PRESENTATION DECK (UP TO 20 SLIDES)	\$555

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# One-Time PACKAGES

## CREATIVE SPARK (LAUNCH)

GET READY TO BE SEEN, HEARD, AND FELT.

- 10 SOCIAL TEMPLATES \$333
- 10 CUSTOM CAPTIONS
- PROFILE REFRESH/SETUP (1-2 PLATFORMS)
- HASHTAG STRATEGY
- LINK-IN-BIO SETUP
- 5 HIGHLIGHT COVERS

## CLARITY & INSIGHT

STRATEGIC CLARITY FOR ALIGNED  
CONTENT EXECUTION. \$333

- AUDIT OF 1-2 PLATFORMS
- 30-DAY CONTENT PLAN
- HASHTAG RESEARCH
- TIMING & ENGAGEMENT GUIDE
- STRATEGY SESSION OR DOC

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# One-Time PACKAGES

## CONNECTION & COMMUNICATION

NURTURE RELATIONSHIPS WITH  
ALIGNED MESSAGING.

**\$444**

- 5-EMAIL NURTURE OR SALES SERIES
- BRANDED EMAIL HEADER GRAPHICS
- CAMPAIGN PLAN & SETUP GUIDANCE

## FOUNDATIONS & FREQUENCY

BUILD FROM YOUR CORE FREQUENCY WITH  
INTENTIONAL BRANDING.

**\$555**

- LOGO CONCEPT, BRAND COLORS, FONTS
- 5 SOCIAL TEMPLATES
- 10 HIGHLIGHT COVERS
- BUSINESS CARD DESIGN
- 1-PAGE CONTENT STRATEGY

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Be YOUR Best Self

*One-Time*

# PACKAGES

## ABUNDANT LEADS TOOLKIT

MAGNETIZE YOUR DREAM CLIENTS

WITH VALUE-FIRST ASSETS.

**\$777**

- WRITTEN + DESIGNED LEAD MAGNET  
(CHECKLIST, GUIDE, FREEBIE)
- PDF DESIGN (5-10 PAGES)
- PROMO GRAPHIC + CAPTION
- DELIVERY SETUP HELP

## RENEWAL & REFRESH

A RESET TO ELEVATE YOUR BRAND

VISUALS AND TONE.

**\$1111**

- REWRITE OF 3 CORE PAGES (HOME, ABOUT, SERVICES OR SOCIAL CORE)
- PROFILE + BANNER GRAPHICS
- AUDIT OF 3 CONTENT AREAS  
(SOCIAL, BLOG, EMAIL)
- ACTIONABLE STRATEGY DOCUMENT

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# Monthly PACKAGES

#BYBS RATES FOR 2025-2026

HOURLY ONGOING MONTHLY PACKAGES THAT CAN INCLUDE ANY OF THE SERVICES I OFFER OR AM ABLE TO COMPLETE. DOES NOT INCLUDE ANY DAY OF SERVICES.

**THE 555 PACKAGE - ALIGNMENT**

16 HOURS MONTHLY | 4 HOURS WEEKLY

**\$555/MO**

**THE 777 PACKAGE - EXPANSION**

24 HOURS MONTHLY | 6 HOURS WEEKLY

**\$777/MO**

**THE 999 PACKAGE - MOMENTUM**

36 HOURS MONTHLY | 9 HOURS WEEKLY

**\$999/MO**

**THE 1111 PACKAGE - ABUNDANCE**

44 HOURS MONTHLY | 11 HOURS WEEKLY

**\$1111/MO**

\$111 SET-UP FEE FOR ALL NEW CLIENTS WITH THE AVAILABILITY FOR A 3 OR 6 MONTH CONTRACT TO BEGIN - \$1 TO CONTINUE CONTRACTS THEREAFTER WITH THE OPTION TO EXTEND TO A YEAR CONTRACT.

ALL VA PACKAGES COME WITH BI-WEEKLY MEETINGS, A TRELLO BOARD TO MANAGE ONGOING TASKS, AND HOURS CAN BE USED THROUGHOUT THE MONTH AT ANY TIME BUT DO NOT ROLL OVER MONTH-TO-MONTH.

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THANK YOU FOR  
YOUR TIME AND  
CONSIDERATION!

*-Chelsea Meece*

LET'S BRING YOUR VISION TO LIFE!



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CUSTOM PACKAGES ARE AVAILABLE!