



# the **SWANKY** life

Helping mamas organize and manage their day-to-day business operations so they can focus on growing their businesses and spending time with their families.

## Services Available:

### Social Media Management:

- Sending daily birthday messages on Facebook
- 15 min. of engagement a day on posts
- Facebook group management
- Instagram management

### Content Creation:

- Graphics creation for engagement on social media accounts
- Captions for social media posts
- Editing and proofreading content
- Monthly team recognition graphics

### Blog Management

- Editing and proofreading blog posts
- Scheduling blog posts
- Formatting website

### Inbox Management:

- Social Media inboxes
- Project Broadcast

### Account Management:

- Setup new social media and technology accounts
- Updating accounts with relevant links (Milkshake, Linktree, etc.)
- Keeping all current accounts up-to-date
- Organizing Trello boards for a better day-to-day workflow

## BASIC SWANK

**\$800/mo**

**5** HOURS A WEEK  
**20** HOURS A MONTH

## PLATINUM SWANK

**\$1,000/mo**

**7** HOURS A WEEK  
**28** HOURS A MONTH

## ULTIMATE SWANK

**\$1,200/mo**

**10** HOURS A WEEK  
**40** HOURS A MONTH