

# PepJam

## Getting Started Package - \$248

pepjam.com.au  
pepjam.net@gmail.com

### Services and tasks including:

General Admin - create documents, slide shows, spreadsheets and data entry

Internet Research - sourcing information and documenting findings

Mail Box - inbox cleanup, manage incoming mail

### Services and tasks including:

Canva Design - social media headers, documents, logos, images

Landing Pages - upload content, downloads and email marketing integration

### Included in the package:

- 1 x online 1:1 FREE video call (30 mins) to discuss your needs
- 1 x plan and schedule of tasks to complete
- 5 x hours of work to complete tasks agreed upon
- Follow up communication for the duration of work assignment
- 30 days to use this package from date of purchase

### Services and tasks including:

Work Management - set up efficient working practices and organise processes

Social Media - image creation, content curation, and auto scheduling

If you have any other tasks that you need done, please ask and I will let you know it can be included.

Set up a call today for a **FREE 30 minute** call to discuss your needs and see if we are a good fit.

Set up a call today

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