

SS PA services and Pricing

Release Parties (\$30 pre party)

1. Will make google sheet sign up form.
2. Will share the sheet with friends, authors and other social media contacts.
3. Will make graphics for the party (welcome posts for each author and a shareable promo graphic with time and date and place of party).
4. I will distribute moderator rights 48-72 hours before the party and remove again normally 48 hours after the party.
5. Will make pre-party group chat or email all participants (depending on author's preference) containing all necessary party information. If a grand prize option has been chosen then I will also distribute the winner's details and follow up to ensure all prizes have been sent.

Prize Distribution and giveaway closure (\$5 per month)

1. I can make a prize sheet for things needing sent and help you to remember to send them out. I will keep this up to date with to be sent and sent tabs in a Google sheet.
2. I will also close out any giveaways you have I do asked to be tagged so they are easily found. Usually with 24-48hr if not specified other wise.
3. I can also distribute the prizes for you. If you do them via book funnel I will need the code to send to winners.

ARC Team Management and Delivery

Option 1 For established ARC team (\$20)

1. I typically run the team from 4 weeks before release to 2 weeks release.
2. I will make an ARC tracker that you also have access to via google sheets.
3. If you have your own tracking system I am more than willing to use that.
4. Will hunt down late ARC readers with late reviews on amazon.
5. I will deliver ARCS i have experience with direct to kindle and book funnel.
6. I can also make now reading graphics and post to encourage them to post reviews orderly in the group.

***Disclaimer I do ask for emails and and kindle emails when sending out ARCS and keeping up wit the ARC team. I will also need your email and password for bookfunnel if you choose this option. I am willing to sign an NDA if needed. I also make the ARC team sign an NDA so they can't pirate books.**

Option 2: Not established ARC team (\$35)

1. I will make the ARC group and manage it 4 weeks before release and two weeks after
2. I will create a Google form for readers to fill out providing their email regular and kindle. I will also request their Amazon user name and that they sign and NDA that they will not pirate your books.
3. I will make an ARC tracker that you also have access to via googlesheets.
4. Will hunt down late ARC readers with late reviews on amazon.
5. I will deliver ARCS i have experience with direct to kindle and book funnel.
6. I can also make now reading graphics and post to encourage them to post reviews orderly in the group.

Daily Group Posting (\$10 per month)

1. This includes one daily post in your group (if you have more than one group that will be an extra \$10 per month).
2. If you have premade graphics and text you prefer to use please provide that. If not, I would be happy to create special themed graphics for each day of the week for just \$10 (for 7 images total)
3. I pre-schedule the post, so please specify in CST (my time zone) when you would like the post to go live.
4. I also manage both member admission to the group and external posts. I can set up security question to ask members wishing to join. Then dependant on your choice I can accept them or leave them for you to review. With posts from outside sources, I would need to know your policy on allowing other authors to promo in your group, if and when that is allowed. I will set it so that all posts must be authorised by an admin to check content, then if you are happy for me to authorise in line with the rules we will have discussed, then I will do. If not I will leave the post for you to check. I will also do this with any posts I am unsure about. I also monitor external posts to ensure they are not posting spam.

Promotion (approx \$5 per month but price depends on how often item is to be shared, how many places, and also how many books are to be shared.)

1. I prefer to have read your work before promoting it or to be reading it as I promote - this helps me to make sure I am promoting to the right target audience and in the right groups. It also enables me to start chats with readers about the book.
- 2.

Time Frame	# of groups	# of books	Price
1 week	10	1	\$5

1 week	10	2	\$10
1 week	20	1	\$10
2 day	Genre specific author groups	New release and pre-orders	\$10

3. Teaser Tuesday / Thursday author group and blogger post. \$10 per month. Reminder I alternate the books I promote so all your books receive love.
 4. Frequently depending on the amount you choose determines prices.
 5. If you have the promotional post (wording and links etc) that you wish to be shared, along with any graphics, then please provide them. If you would like me to create the post (and graphic if needed) then an additional charge of \$5 per book will be added.
- **Disclaimer I have three authors to promote already so I have to be careful how often I promote so as to avoid Facebook Jail. I typically alter the author and books I promote for regularly. However, if you have a set schedule that you would like your books to be promoted on then please let me know and I will do what I can to work it in where possible.**

Schedule Management (\$10 per month)

1. Creation of sheet and calendar to monitor your monthly tasks.
 2. I can remind you of takeovers (you choose how far in advance and how often you want to be notified).
 3. I can also remind you of writing deadlines and support you to meet them.
 4. I can remind you about other social media obligations such as distributing newsletters, posting on Instagram, updating Goodreads and Bookbub etc. .
 5. If you would like me to actively find and sign you up for takeover and other social media opportunities (eg Hops or interviews) then this would be charged at a further \$10 per month.
 6. I will also join the chat for takeovers and hops. This can include scheduling the hop post for you.
 7. Informing your group of which takeover you will be present at and when, encouraging them to take part.
- I use the Time Tree calendar app and each of my authors have a calendar that they also have access to.

Posting in your absence (\$5 per month)

1. I normally only do this incase of emergencies for takeovers (eg if you have a takeover and are sick). *I require all the info sent to me preferably a few hours before

so I can schedule. It is often good to have a folder already set up so that I have the material to hand, as getting it organised whilst you are having an emergency can be difficult.

Posting on your social media for you (negotiated based on a mount of social media and times per week)

1. I can also do this for your author page on facebook (I would need moderator rights for this)
 2. I can also do this for other social media but require your login and password.
 3. Ex Instagram 3x a week = \$5 per month.
- I will sign an NDA for this information as well.

Street Team Management (\$10 per month)

1. Make a group or chat if you don't already have one.
2. Give the team up to date promotional materials to use (aka make sure they have access to current books).
3. Chase the team and monitor postings
4. Run any incentives or competitions you choose to encourage participation

Newsletters / Newsletter Swaps per month

Swaps \$5

Newsletter 1 per month (\$10 2 per month \$20)

1. Creation of Newsletter swap schedule via google sheets (if needed).
2. Will reach out to other authors and PAs to facilitate swaps (I will check with you first whether you wish for this to be genre specific).
3. Gathering all material needed to create newsletter including links and graphics.
4. If you wish for me to create and send your newsletter I am happy to do this. A test email will always be sent to you first for you to check and approve. You will be asked to provide content approx 4-5 days before release. I have experience with using Mailer Lite, but I am willing to learn other platforms if needed.

All of these prices are a La cart, so your total cost will reflect your choices. When you have decided on which services you would like, I will type up confirmation and email to you for you to approve. If your total price is too high I would be willing to negotiate but the final agreed price and duration will be wrote up into a contract. No work will begin until the contract and my terms and conditions have been read, agreed upon and signed by both myself and the author.

If you would like a full month of services it will range from \$100-150 depending on how often you need promotion and group posting. I offer payment plans as long as the total amount is paid each month.

For payment I will send you an invoice on PayPal with the amount to be paid at the agreed time. You then have 72 hours to pay. As payment I accept PayPal transfer and amazon GC. Note - if paying by PayPal a 5% PayPal fee will be added to your final invoice to cover the cost of fees.

We can discuss a payment schedule of bi-weekly or monthly, with a set date. This will be in the contract that is emailed to you.

You can have access to my phone number and email to ensure efficient communication but you must sign a NDA confirming that you won't share my number or abuse the privilege of having it. This NDA will form part of the contract.

Also as per this contract I am not allowed to post reviews for your books on Amazon as it is a breach in terms of service. They are also a part of goodreads. However, I do review on my personal Facebook page, instagram, Twitter, bookbub, and complete a monthly wrap up on Tiktok.

References

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https://docs.google.com/spreadsheets/d/1h-_Nzrv517U9gL2bnmqWVh4gEcoDDcarrxeWXW8HuZo/edit?usp=sharing