

Schedule of Services for Consulting & Print Media Copywriting

Phone: 408-348-0633 - Email: annmarie@annmariemeacham.com

Consulting

Event Promotion

Phone consultation regarding your event, including public relations strategy, concepts surrounding theme, invitations and press. If contracted, all writing fees will be billed in addition to the Event Promotion consultation fee.

Event Management

Please call for a proposal specific to your event. We can handle your entire event from start to finish including theme development, catering, venue, signage and press for the event.

Ongoing Consultation -- A limited number of hours are available if you need assistance on an ongoing basis. Please contact me for the specific information and for retainer pricing.

Copywriting

Sales Letter

Customer Service Letters

Bio –

A bio, used as part of a media kit, on a web site, etc., is typically 1/2 to 1 page long.

Newsletter

Article/Feature Story

Articles may contain your byline, or have no byline at all. Often used as a promotional vehicle in trade publications. Rate depends on complexity of subject.

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Copywriting, cont'd.

Press release

Media Alert

Event Backstory for Media

PSA's

Speeches

Critique of Existing Material

Editing/Rewriting

Research

Testimonial Development

Terms and Agreement

Rush jobs (turnaround in 2 weeks or less) carry a 30% surcharge. Estimates are provided on a project basis, tailored to meet your exact needs. Please contact us for pricing.

After an initial complimentary meeting, I'll discuss my ideas on the project and determine an appropriate cost. Once approved, we'll sign a simple agreement outlining responsibilities, timeframe, and investment.

One-half of the contracted amount will be due upfront, with the balance paid at negotiable checkpoints.

Other services are available, as well. If you don't see what you're looking for, just let us know and we will be happy to develop a proposal for your specific project.