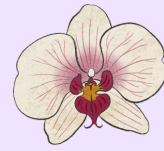




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# Business Profile



How We Can Work Together



02 Mission

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03 About Me

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04 My Services & Monthly Retainer

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05 Platforms I've Mastered

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06 Specialties: Website

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07 Specialties: Newsletters

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08 Specialties: Email Marketing

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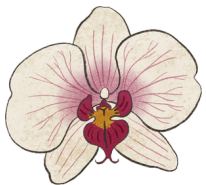
09 Now What?

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10 Thank You!



# My Mission & Vision



I look forward to partnering with people who want to help shift this paradigm with their mission and services. I am here to alleviate your mind from the technology side of your business. I am great at understanding systems, organizing, finding ways to automate your business, and being as efficient as possible! I also love creating for you business, read below!

Together we can create a beautiful flow in your business. Creating more abundance, free time, and creativity in your life!

# About Me

Erika Hicks, Fly High Virtually



Erika

I am a millennial who loves finding new technology to make my day-to-day life more flowing! I love automation in all areas -- finances, business practices, social media, etc. I have worked as a front desk manager at a chiropractic office, insurance brokerage & many more! I have created detox programs/courses, pamphlets, e-books, and freebies and have helped facilitate 6-week coaching sessions online and in-person. I received my painting degree from Colorado State University where I also learned graphic design. I love creating website design & updating as well as digital, e-books, freebies, and on Canva!

When I am not helping inspiring people, I love being outside in nature!! Whether I'm camping in my rooftop tent or snowboarding in fresh powder, Nature heals and I love collecting Her negative ions. I prioritize movement and meditation on a daily basis. Traveling and experiencing different cultures is also a passion of mine. I love helping raise the Earth's frequency by spreading my optimism on social media, and by simply living my Light.

# Monthly Retainers & Casual Rates

# My Services

## Skills & Experience Offered

- Administrative Support
- Calendar Management & Scheduling
- Email Inbox Management & Organization
- Data Entry, Record Keeping & Invoicing
- Electronic Filing & Organization
- CRM & Project Management Tool Setup

- Graphic Design & Canva
- Make Workbooks or E-Books
- Online Course Platform Setup
- Masterclasses
- Zoom Admin
- Web Class Presentations

- Blog Writing or Editing
- Newsletter Creation & Management
- Graphic Design for Social Media or Marketing Materials
- Website Updates & Maintenance
- Website Building

## How This Works

- You get me in your business for 5/10/15/20 hours per month to use as you see fit.
- Please note as a retainer this is a 3-month contract with a 1-month test services available.

## Connect

We will decide the best platform for both of us but our options are:

- Facebook Messenger
- Telegram
- Email
- Zoom

## Investment

HOURLY \$55

5 HOURS /MONTH

\$260

10 HOURS /MONTH

\$500

15 HOURS /MONTH

\$720

20 HOURS /MONTH

\$900

# My Strengthens



## Platforms & Systems I've Mastered

- Asana, Trello, Slack, Discord
- Zoom, Google Meet
- WordPress, Squarespace, Wix, Go Daddy, Weebly
- Kajabi, Teachable, Skool, Podia
- Google Workspace, DropBox
- Click Funnels, Convert Kit, Mail Chimp, Flodesk

- Canva
- Google Docs
- Microsoft PowerPoint, Google Slides
- LastPass
- Quickbooks, Wave, Honeybook, Monarch

### Investment

HOURLY \$55

5 HOURS /MONTH

\$260

10 HOURS /MONTH

\$500

15 HOURS /MONTH

\$720

20 HOURS /MONTH

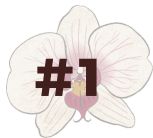
\$900

# Specialties: Website

more packages for my offer

**KEEP YOUR WEBSITE FRESH, FUNCTIONAL, AND ALIGNED WITH YOUR BUSINESS GOALS WITH MY TAILORED WEBSITE SERVICES. WHETHER YOU NEED A FULL REDESIGN, SIMPLE UPDATES, OR ONGOING MAINTENANCE, I OFFER FLEXIBLE PACKAGES THAT SUIT YOUR NEEDS.**

**THESE SERVICES ARE AVAILABLE AS A STANDALONE OPTION OR CAN BE PAIRED WITH A RETAINER FOR ONGOING SUPPORT AND UPDATES, KEEPING YOUR WEBSITE IN TOP SHAPE WITHOUT THE HASSLE. LET'S MAKE SURE YOUR WEBSITE IS ALWAYS PERFORMING AT ITS BEST!**



## WEBSITE DESIGN

I'll create a custom, user-friendly website that aligns with your brand, from initial concept to launch. Whether it's a blog, events, coaching, spiritual, e-commerce site, or portfolio, your new site will be designed to engage visitors and drive results.

- Project Based On Hours
- \$400-\$1200 /total



## WEBSITE UPDATES

Keep your website fresh with regular content updates, new images, and design tweaks. I'll make sure your site stays current and functional, helping you maintain a strong online presence.

- Project Based On Hours
- \$260-\$995 /total



## WEBSITE MAINTENANCE

Ensure your site runs smoothly with regular updates, backups, and security checks. I'll keep everything secure and optimized, so you don't have to worry about performance or downtime.

- 3-6 Month Packages
- \$600-\$2,400 /total

*After our meeting, I'll have a clearer understanding of the scope and can provide a more accurate investment estimate for this service in the proposal.*

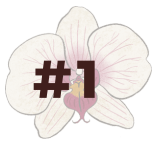


# Specialties: Weekly Newsletter

more packages for my offer

**KEEP YOUR AUDIENCE ENGAGED AND IN THE LOOP WITH BEAUTIFULLY CRAFTED NEWSLETTERS! WHETHER YOU NEED WEEKLY UPDATES, BI-WEEKLY CONNECTIONS, OR A ONCE-A-MONTH ROUNDUP, I'VE GOT FLEXIBLE OPTIONS TO SUIT YOUR NEEDS.**

**THIS IS A COLLABORATIVE, PROJECT-BASED SERVICE WHERE I'LL WORK WITH YOU TO ENSURE YOUR NEWSLETTERS ALIGN PERFECTLY WITH YOUR BRAND AND GOALS. AVAILABLE AS A STANDALONE SERVICE OR PAIRED WITH A RETAINER FOR ONGOING SUPPORT—YOUR CHOICE!**



## **WEEKLY NEWSLETTER \$196 /MONTH**

Perfect for businesses looking to provide consistent updates, promotions, or valuable content to their audience. Includes 4 newsletters per month, designed with engaging copy, eye-catching visuals, and strategic messaging tailored to your brand.



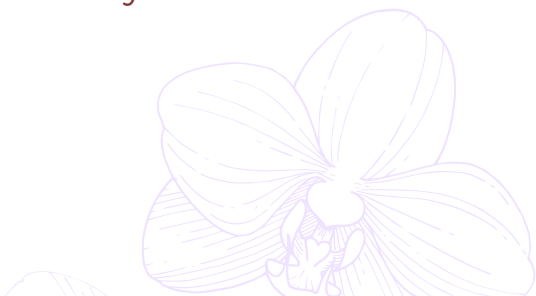
## **BI-WEEKLY NEWSLETTER \$98 /MONTH**

A great option for staying connected every other week. This includes 2 newsletters per month with well-crafted content that informs and nurtures your audience, featuring updates, tips, and news, all while maintaining brand consistency.



## **ONCE A MONTH NEWSLETTER \$48 /MONTH**

Ideal for businesses with a more occasional newsletter schedule. Includes 1 comprehensive newsletter per month, summarizing key updates, upcoming events, product launches, and promotions, designed to capture attention and drive engagement.





# Specialties: Emails

more packages for my offer

**THESE SYSTEMS ARE GAME-CHANGERS ONCE THEY'RE SET UP AND RUNNING SMOOTHLY! THIS IS A COLLABORATIVE, PROJECT-BASED SERVICE WHERE YOUR INPUT ON THE DETAILS ENSURES WE CREATE EXACTLY WHAT YOU NEED.**

**CHOOSE FROM THREE TAILORED PACKAGES FOR EMAIL MARKETING AND SEQUENCES, DESIGNED TO FIT YOUR UNIQUE GOALS. WHETHER YOU NEED A STANDALONE SERVICE OR WANT TO PAIR IT WITH A RETAINER FOR ONGOING SUPPORT, I'VE GOT YOU COVERED!**



**#1**

## **5 EMAIL SEQUENCE PACKAGE**

**\$225**

On a certain topic pertaining to your business, I will create, write and set up a 5 email sequence/funnel. An automated system you can leverage! It comes with 3 edits.



**#2**

## **9 EMAIL SEQUENCE PACKAGE**

**\$425**

On a certain topic pertaining to your business, I will create, write and set up an 9-email sequence/funnel. An automated system you can leverage! It comes with 3 edits.



**#3**

## **12 EMAIL SEQUENCE PACKAGE**

**\$885**

On a certain topic pertaining to your business, I will create, write and set up a 12-email sequence/funnel. An automated system you can leverage! It comes with 5 edits.





# Now What?

## FIRST

### STEP

We'll have a quick Connection Call to make sure we're a good fit and then a Proposal will come your way.

You accept and a Contract and Invoice will be issued to you - sign and pay and we're in business!

## NEXT

### THING

You'll receive correspondence with the next steps and depending on which service you've booked we will have an Onboarding Call to ensure I have all I need and we are on the same page for our time together!

## THEN

### WE WORK

We embark on an epic working relationship!  
You can put your feet up and relax knowing you're about to handball some tasks to free you up!!

# Thank You!



I look forward to working with you!

FLY HIGH VIRTUALLY LLC

Erika Hicks

[flyhighvirtually@gmail.com](mailto:flyhighvirtually@gmail.com)

Colorado

