



MARKETING CONCIERGE PACKAGES

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SO, YOU THINK YOU NEED A **MARKETING CONCIERGE...**



First let me ask a couple of questions:

1. Do you sometimes feel like you can't possibly get through all the jobs on your marketing to do list each week with your current staffing and infrastructure?
2. Do you have peak periods where you need someone to help with the overflow of work in marketing and graphic design to keep on top of your deadlines and commitments?
3. Do you NOT have a budget to hire additional staff to cover these needs?

Then, you could be in need of the services of a Marketing Concierge.

KEY CONTACTS:



**JANNINE
HAYLES**

DIRECTOR &
CONCIERGE



**JACKIE
DEACON**

HEAD OF DESIGN

WE WOULD LOVE TO HELP...

A Marketing Concierge can work alongside you and your team to offer graphic design and marketing services as you need them. Everything from traditional graphic design to copywriting, website design and building, social media, and even content marketing, all on tap and just an email or phone call away.

On the following page, you will find a little bit of information on the services that we offer as part of our Marketing Concierge packages and how we might work together.

There are 3 levels of assistance we can offer, each one is a monthly package, based on a total number of hours for that month.

If you can't find a package to suit your needs, we'd be happy to tailor one to suit your specific requirements.

Just email jannine@j9etc.com.au



OUR PACKAGES...

Below you will find a little bit of information on the services that we offer as part of our Marketing Concierge packages and how we might work together.

There are 3 levels of assistance we can offer, each one is a monthly package, based on a total number of hours for that month.



Level 1 - Just a little help

(5 hrs/month) \$475.00 + gst

Choose from the list of services on the following page. As an example for this you could probably get a few social posts created, an EDM and maybe even some website changes. There is a minimum 3 month commitment for all packages. Packages are payable at the beginning of each month.

You can book your package here: <http://j9etc.com.au/packages>

Once we receive your booking, you will receive a briefing and onboarding email.

Level 2 - I don't have any time left for marketing

(10 hrs/month) \$795.00 + gst

Choose from the list of services on the following page. As an example for this you could probably get social media management, website changes, and an EDM. There is a minimum 3 month commitment for all packages.

Packages are payable at the beginning of each month.

You can book your package here: <http://j9etc.com.au/packages>

Once we receive your booking, you will receive a briefing and onboarding email.



Level 3 - Just do it all

(15 hrs/month) \$1,195.00 + gst

Well, there's a lot we can do for 15 hours. See our list of services on the following page to choose from. There is a minimum 3 month commitment for all packages. Packages are payable at the beginning of each month.

You can book your package here: <http://j9etc.com.au/packages>

Once we receive your booking, you will receive a briefing and onboarding email.

OUR SERVICES...

The Marketing Concierge services you can use within your package are listed below, but if you can think of other jobs also that we are able to help with, we're happy to include those and can discuss with you creating a bespoke list, suited to your needs.

- Basic Website Changes (in Wordpress, Squarespace or Shopify)
(Adding pages, making text and image changes, uploading blogs, minor navigation changes etc)
- Website Audit - audit your website and recommend and help you implement changes/updates.
If an e-commerce site we can assist with adding new products.
- Social Media
 - Work on your socials, create content ideas, scheduling, writing captions
(On Facebook, Instagram, and LinkedIn).
 - Community engagement
- Social Media Audit - we can audit your current social platforms and advise any changes/updates and assist you to implement.
- Management of Google My Business, including updating information, posting and managing reviews and review responses.
- Social Media Management
- EDM's set up in Mailchimp
- General help with everything from registering trade marks on your behalf
(fees additional for this service), registering domain names.
- General project management and coordination
- Print management, press checks etc.
- Help with collaborations and suggest trusted photographers, retouchers and other professionals.

OUR SERVICES...

If you have specific tasks in mind just email jannine@j9etc.com.au and we'll get back to you to let you know whether these tasks can be covered in our Marketing Concierge Packages.

All Marketing Concierge packages require a 3 month commitment. You can increase the level of your package each month if required.

You will be charged for the first month in advance and then for each month at the commencement of the month. If you have unused hours, they can roll over within the 3 month period, but will expire after that, unless you purchase additional packages, and then we are happy to roll over any unused hours up to a 12 month period.

Prior to commencing you will need to complete the briefing form. We will then get in touch to make a time for a video call to discuss the plan ahead. Our aim is to make it as simple as possible to get started and minimum stress and fuss for you to continue.

IMPORTANT THINGS TO NOTE:

We don't specialise in SEO or Digital Ads such as Facebook or Google Ads as these are specialised areas, but we definitely know great people we can put you in contact with.

Any graphic design or web building services are additional to the tasks listed above. Please see our Graphic Design packages for further information.

WHAT OUR CLIENTS SAY...

**"Jannine and her team are dedicated to
providing exceptional results"**

They are a great resource for us and always meet deadlines and manage projects efficiently and deliver a service to a very high standard. Jannine and her team are dedicated to providing exceptional results and can be trusted to go the extra mile to ensure everything that is provided is on brand and looks fantastic. I have no hesitation in recommending j9etc to any company or organisation requiring the services of a dedicated, talented and creative team that love a deadline.

- Beaumont Tiles

"Seamlessly manages creative, production, print, distribution"

It's not very often you work alongside such a talent as Jannine Hayles. Jannine is a class act. She seamlessly manages creative, production, print, distribution, etc. under sometimes very challenging conditions.

A true marketing concierge, Jannine takes the time to get to know not only the client, but the industry, always bringing solutions and new thinking to each day. She's unflappable, very discreet and a true joy to work with. If she was a colour, she'd be Sunflower Yellow - that's how bright she is. I don't recommend many people but I cannot speak highly enough of her.

- Southern Light Advertising & Marketing

WHAT OUR CLIENTS SAY...

"Since meeting with Jannine we have continued to grow our brand and improve the professionalism of our marketing material"

As a small not for profit it was important that any outsourcing is not only allocated to a cost-effective business but one that genuinely cares and supports our cause - women experiencing homelessness. Since meeting with Jannine we have continued to grow our brand and improve the professionalism of our marketing materials. Jannine and the team at J9etc are incredibly fast and support meeting the tightest of deadlines! I would absolutely recommend Jannine and J9etc and am truly grateful they were introduced to me from another one of their happy clients!

- Catherine House

"Effective, efficient and highly professional"

I have worked closely with Jannine and her team to deliver countless promotional campaigns. I have found Jannine to be effective, efficient and highly professional. I am happy to recommend j9etc for any organisation looking for similar services.

- Jewellery Group



THANK
YOU



j9etc.com.au
0421 127 077

mar·ke·ting con·cierge

noun

A rare person that can assist with your marketing and graphic design needs. A custodian (or caretaker) of your marketing activities, helping the time poor marketing executive (or team) meet their deadlines on budget. An invaluable tool for marketers. Assists with everything from traditional marketing, graphic design, project management and social media management to website management. Offers the priceless service of buying back time.