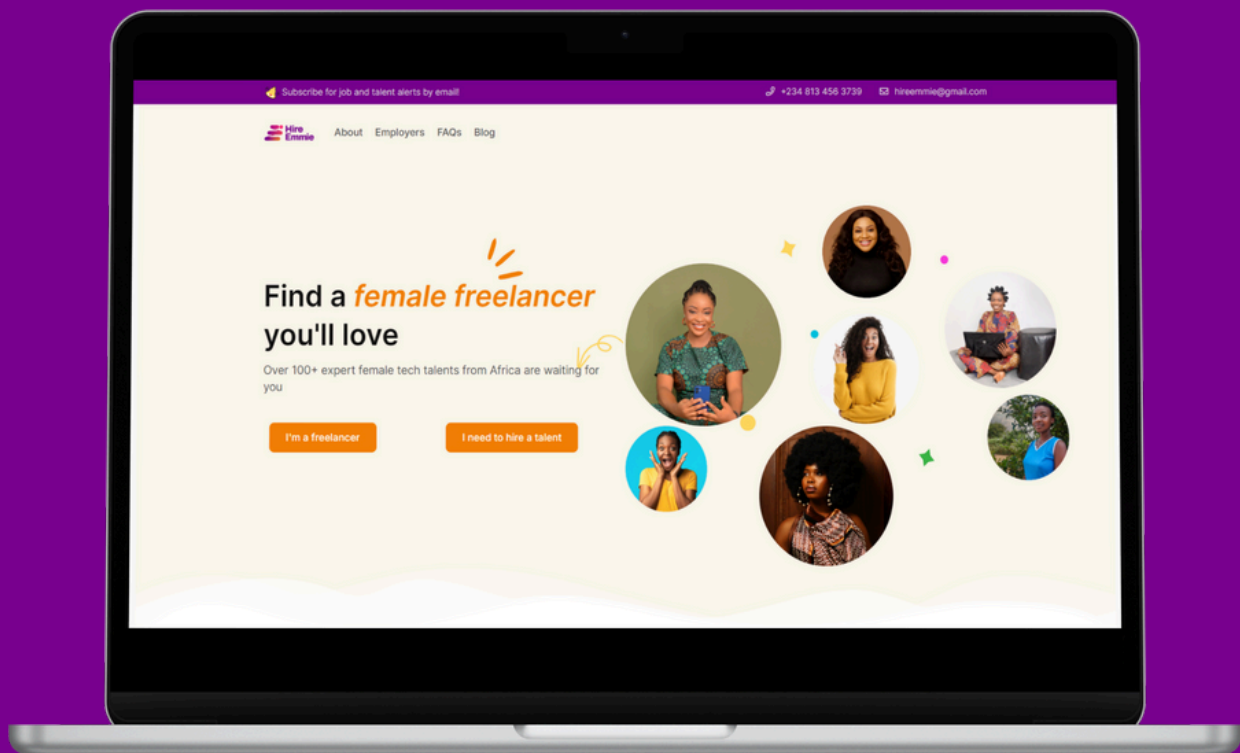


HIRE EMMIE RATE CARD

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Business Emailing or Email Marketing Rate Card

BASIC PACKAGE

For Small Businesses or Startups

Scope of Work:

- Setup of email marketing platform (e.g., Mailchimp, ActiveCampaign, etc.).
- Design and send up to 2 email campaigns per month (max. 500 recipients per campaign).
- Basic email template design.
- List management (import/export contacts, remove duplicates).
- Basic campaign performance report (open rates, click-through rates).

Estimated Time Commitment: 5-10 hours/month

N100,000

STANDARD PACKAGE

For Growing Businesses

Scope of Work:

- Setup and manage email marketing platform.
- Design and send up to 4 email campaigns per month (max. 1,500 recipients per campaign).
- Advanced email template design (custom branding, mobile-optimized).
- Email list segmentation for targeted campaigns.
- A/B testing of subject lines or content.
- Detailed campaign performance reporting (open rates, click-through rates, conversions).

Estimated Time Commitment: 15-20 hours/month

N150,000

PREMIUM PACKAGE

For Established Businesses or E-commerce

Scope of Work:

- Comprehensive management of email marketing platform (setup, ongoing management).
- Design and send up to 8 email campaigns per month (max. 5,000 recipients per campaign).
- Custom email templates with personalized content and dynamic elements.
- Advanced list segmentation and automation (drip campaigns, cart abandonment emails, lead nurturing).
- A/B testing of subject lines, email design, and content.
- Integration with CRM for better segmentation and personalization.
- Detailed campaign reporting with data-driven insights and recommendations.

Estimated Time Commitment: 30-40 hours/month

N230,000

Business Emailing or Email Marketing Rate Card

Add-Ons:

- Email Automation Setup (Drip Campaigns, Cart Abandonment)
- Custom Email Template Design
- List Segmentation and Management
- Detailed Analytics and Reporting (Beyond Standard Reports)
- A/B Testing (Additional Tests)
- On-Demand Campaign Creation (Beyond Included Campaigns)

Hourly Rate for One-Time Projects

For clients who need one-off services or consulting, the hourly rate for email marketing services is typically:

- **Junior Talent: N6,000/hr**
- **Mid-Level Talent: N10,000/hr**
- **Senior/Expert Talent: N15,000/hr**

Notes:

- Prices vary based on the experience of the talent, the complexity of the project, and the tools used.
- Custom rates and packages can be created for businesses with larger lists or specific needs.
- All services are remote, with regular check-ins, progress reports, and deliverables provided via email, project management platforms, or virtual meetings.
- The client pays the subscription for the emailing platform used.

Mobile Video Editor Rate Card

Rates may vary based on project complexity, length of videos, and the editor's experience.

BASIC PACKAGE

For Short Social Media Videos (15-60 seconds)

Scope of Work:

- Basic video editing (trimming, transitions, and simple effects).
- Basic color correction.
- Adding royalty-free background music.
- Text overlays (simple captions or titles).
- Up to 2 rounds of revisions.
- Video export in multiple formats for social media (Instagram, TikTok, Facebook, etc.).

Estimated Time Commitment: 2-3 hours per video

N15,000

STANDARD PACKAGE

For Vlogs, YouTube Content, or Promotional Videos (1-5 minutes)

Scope of Work:

- Advanced video editing (cuts, transitions, effects, and smooth flow).
- Color correction and grading.
- Adding background music, sound effects, and audio syncing.
- Subtitles and text animations.
- Up to 3 rounds of revisions.
- Video export in HD quality and multiple formats.

Estimated Time Commitment: 5-10 hours per video

N35,000

PREMIUM PACKAGE

For Branded Content, Commercials, or Tutorials (5-10 minutes)

Scope of Work:

- Full video editing with advanced effects (multicam editing, advanced transitions, visual effects).
- Color grading to match brand guidelines or cinematic look.
- Adding custom animations, lower-thirds, and branded elements.
- Royalty-free music sourcing and advanced audio editing.
- Subtitles, captions, and text effects.
- Motion graphics (intro/outro).
- Up to 5 rounds of revisions.
- Export in 4K or HD quality, with multiple formats for various platforms (web, mobile, social).

Estimated Time Commitment: 10-20 hours per video

N60,000

Mobile Video Editor Rate Card

Rates may vary based on project complexity, length of videos, and the editor's experience.

Add-Ons:

- Additional Revision Rounds
- Custom Animations/Motion Graphics (Beyond Package)
- Audio Editing (Voiceovers, Sound Syncing, etc.)
- Text Transcription for Subtitles
- Rush Delivery (24-48 hours turnaround): 25% - 50% extra on package price
- On-Demand Video Length Extension (Beyond Included Time)

Hourly Rate for One-Time Projects

For clients who need one-off services or consulting:

- **Junior Talent: N8,000/hr**
- **Mid-Level Talent: N10,000/hr**
- **Senior/Expert Talent: N17,000/hr**

Ongoing Monthly Packages:

Social Media Video Management

For clients requiring regular social media content:

- Up to 5 short videos per month (15-60 seconds).
- Basic editing, captions, and music.
- Social media export for all major platforms.
- **Rate: N100,000**

YouTube Channel Management

For vloggers or businesses needing consistent YouTube content:

- 4 full-length videos per month (1-10 minutes).
- Includes all editing, sound, color correction, captions, and branding elements.
- **Rate: N140,000**

Notes

- Prices may vary based on the complexity of the project, the talent's experience, and the tools used (e.g., mobile editing apps or desktop software).
- Custom quotes can be offered for larger projects or long-term collaborations.
- All services are provided remotely, with regular progress updates and final deliverables sent via cloud services like Google Drive, Dropbox, or WeTransfer.

Content Creator Rate Card

Rates will vary depending on the type of content, project complexity, and experience of the content creator.

BASIC PACKAGE

For Blog Posts and Short-Form Articles
(500–800 words)

Scope of Work:

- Research and writing of a 500–800 word blog post or article.
- Up to 1 round of revisions.
- Basic SEO optimization (keywords, meta descriptions).
- Internal and external linking where applicable.
- Content delivered in Word or Google Docs format.

Estimated Time Commitment: 3–5 hours per article

N30,000

STANDARD PACKAGE

For In-Depth Articles, Guides, or Website Content
(1000–1500 words)

Scope of Work:

- Research and writing of a 1000–1500 word article, guide, or website content.
- Up to 2 rounds of revisions.
- Comprehensive SEO optimization (keywords, meta descriptions, headers).
- Custom graphics or images (up to 2).
- Content delivered in Word or Google Docs format.

Estimated Time Commitment: 6–10 hours per article

N60,000

PREMIUM PACKAGE

For Long-Form Content, Whitepapers, or Ebooks
(2000–3000 words)

Scope of Work:

- In-depth research and writing of a 2000–3000 word long-form article, whitepaper, or ebook.
- Up to 3 rounds of revisions.
- Advanced SEO optimization and keyword research.
- Content planning and outlining.
- Custom graphics, charts, or infographics (up to 3).
- Content delivered in Word, Google Docs, or PDF format.

Estimated Time Commitment: 12–20 hours per project

N125,000

Content Creator Rate Card

Add-Ons:

- SEO Optimization (In-Depth)
- Custom Graphics/Infographics
- Content Repurposing (Turning existing content into new formats)
- Content Strategy & Editorial Calendar
- Ghostwriting

Social Media Content Creation:

Basic Social Media Posts (3-5 posts/week)

For businesses needing consistent social media presence.

- Creation of 3-5 social media posts per week (captions and visuals).
- Platforms: Instagram, Facebook, Twitter, LinkedIn.
- Branded content and hashtag research.
- Up to 1 round of revisions per post.

Rate: N100,000/month

Advanced Social Media Content (7-10 posts/week)

For brands or businesses requiring higher volume and quality social media content.

- Creation of 7-10 posts per week (captions, graphics, and visuals).
- Custom content for Instagram, Facebook, Twitter, LinkedIn.
- Hashtag research and community engagement.
- Up to 2 rounds of revisions per post.

Rate: N150,000/month

Notes

- Rates vary based on the experience of the content creator and the complexity of the project.
- Custom packages are available for long-term or high-volume content needs.
- Content is delivered remotely, with regular updates provided via email, shared docs, or project management tools like Asana or Trello.

Hourly Rate for One-Time or Temporary Projects

For clients who need one-off services or consulting:

- **Junior Talent: N5,000/hr**
- **Mid-Level Talent: N12,000/hr**
- **Senior/Expert Talent: N20,000/hr**

Ongoing Monthly Content Creation Packages:

Blog and Article Content Management (4 Articles/Month)

For businesses requiring regular blog or article content.

- 4 articles per month (500-1500 words).
- SEO optimization for all articles.
- Monthly editorial calendar and topic suggestions.

Rate: N100,000/month

Comprehensive Social Media & Blog Management

For businesses needing full content management across social media and blogs.

- 4 blog posts/month (SEO optimized).
- 10-15 social media posts/week (captions and visuals).
- Editorial calendar and strategy development.

Rate: N200,000/month

Community Manager Rate Card

This includes options based on the level of engagement, platforms managed, and experience of the community manager.

BASIC PACKAGE

For Small Communities (1-2 platforms, up to 500 members)

Scope of Work:

- Daily engagement with community members (responding to posts, answering questions, and facilitating discussions).
- Monitoring and moderating posts to ensure community guidelines are followed.
- Creating and scheduling content (3-4 posts per week).
- Basic reporting on engagement metrics (weekly summary).
- Platforms: Facebook, LinkedIn, Discord, or Slack (1-2 platforms).

Estimated Time Commitment: 20-35 hours/Month

N80,000

STANDARD PACKAGE

For Growing Communities (2-3 platforms, up to 1,000 members)

Scope of Work:

- Daily engagement and proactive communication with community members.
- Monitoring and moderating posts and member activities.
- Creating and scheduling content (5-6 posts per week), including polls, discussion prompts, and events.
- Hosting live Q&A sessions or community events (up to 2 per month).
- Detailed reporting on community engagement, growth, and key metrics (monthly report).
- Platforms: Facebook, LinkedIn, Discord, Slack, or Reddit (2-3 platforms).

Estimated Time Commitment: 80-120 hours/Month

N150,000

PREMIUM PACKAGE

For Large Communities (3+ platforms, 1,000-5,000+ members)

Scope of Work:

- Full community management, including daily engagement, conflict resolution, and strategic growth initiatives.
- Advanced content creation and scheduling (daily posts, multimedia content).
- Hosting multiple community events, live sessions, or webinars (4 per month).
- Community member onboarding and engagement tracking.
- Development of community strategies to increase engagement and retention.
- In-depth monthly reporting on growth, engagement, sentiment analysis, and key metrics.
- Platforms: Facebook, LinkedIn, Discord, Slack, Reddit, or specialized forums (3+ platforms).

Estimated Time Commitment: 120-160 hours/Month

N250,000

Community Manager Rate Card

Add-Ons:

- Content Creation (Custom Graphics, Polls, Videos)
- Weekly Live Sessions or Q&A Events
- Detailed Analytics and Reporting (Beyond Standard Metrics)
- Onboarding New Members (Welcome Messages, Orientation)
- Strategy Development (Custom Community Engagement Strategies)
- Crisis Management or Conflict Resolution

Hourly Rate for One-Time Projects

For clients requiring one-off community management services or consultation:

- **Junior Talent: N5,000/hr**
- **Mid-Level Talent: N8,000/hr**
- **Senior/Expert Talent: N16,000/hr**

Ongoing Monthly Packages:

Basic Community Management Plan

For small businesses or startups growing their communities.

- Daily engagement, basic content creation, and monitoring.
- Includes 4-6 posts per week and 2 reports per month.
- Moderate up to 2 platforms.

Rate: N70,000/Month

Advanced Community Engagement Plan

For established businesses or brands.

- Full engagement, event hosting, and growth strategy implementation.
- Includes 8-10 posts per week, multiple events, and monthly analytics.
- Manage 3-4 platforms.

Rate: N150,000/Month

Notes

- Prices vary based on the community size, platforms managed, and the experience of the community manager.
- Custom packages are available for businesses needing higher engagement or specific requirements.
- Services are provided remotely, with regular communication and progress updates via email, Slack, or project management tools like Asana or Trello.

Customer Support Rate Card

Rates will vary based on the level of support, type of customer queries, and required availability.

BASIC PACKAGE

For Small Businesses with Limited Queries
(Email Support Only)

Scope of Work:

- Responding to customer queries via email (up to 50 inquiries per week).
- Resolving basic issues and directing customers to appropriate resources.
- Daily monitoring of the inbox during business hours.
- Basic product or service knowledge required.
- Weekly reporting on customer issues and resolutions.

Estimated Time Commitment: 40-60 hours/Month

N50,000

STANDARD PACKAGE

For Growing Businesses (Email and Chat Support)

Scope of Work:

- Responding to customer queries via email and live chat (up to 100 inquiries per week).
- Managing customer inquiries during set business hours (8 hours/day, 5 days/week).
- Resolving intermediate issues (product/service troubleshooting).
- Creating and maintaining a knowledge base for FAQs.
- Weekly reporting and analysis of customer feedback, issues, and trends.

Estimated Time Commitment: 20-30 hours/week

N150,000/Month

PREMIUM PACKAGE

For Established Businesses (Multichannel Support:
Email, Chat, and Phone)

Scope of Work:

- Full customer support via email, chat, and phone (up to 200 inquiries per week).
- Handling advanced troubleshooting and resolving customer complaints.
- Managing returns, refunds, and escalations.
- Creating automated responses and chatbots for commonly asked questions.
- Detailed weekly reporting, customer satisfaction tracking, and feedback analysis.
- 8-hour/day availability, 5-6 days per week (with optional weekend support).

Estimated Time Commitment: 40 hours/week

N250,000/Month

Customer Support Rate Card

Add-Ons:

- 24/7 Availability (Shift-Based Support)
- Weekend Support (Saturday and Sunday Coverage)
- Social Media Customer Support (Handling DM inquiries on social platforms)
- Knowledge Base Creation and Management
- Customer Satisfaction Surveys (NPS, CSAT implementation)
- Custom Reports and Analytics (Beyond Standard Metrics)
- Bilingual Support (English + 1 Language)
- On-Demand Escalation Handling

Hourly Rate for One-Time or Temporary Projects

For clients requiring one-time customer support services or temporary coverage:

- **Junior Talent: N4,000/hr**
- **Mid-Level Talent: N8,000/hr**
- **Senior/Expert Talent: N15,000/hr**

Ongoing Monthly Packages:

Basic Customer Support Plan

For small businesses needing basic support coverage.

- Email and live chat support (5 days/week).
- Handling up to 75 inquiries per week.
- Weekly customer feedback reports.

Rate: N50,000

Advanced Customer Support Plan

For businesses requiring full customer support across multiple channels.

- Full email, chat, and phone support (5-6 days/week).
- Handling up to 150 inquiries per week.
- Detailed reports, customer satisfaction tracking, and escalation management.

Rate: N100,000

Notes

- Prices vary based on the complexity of the queries, volume of customer inquiries, and required availability.
- Custom packages are available for businesses needing higher support volume or specialized requirements.
- Services are provided remotely, with regular updates and performance reports shared via email, project management tools, or shared dashboards.

Graphic Designer Rate Card

Rates are structured based on the type of design work, project complexity, and the experience level of the designer.

BASIC PACKAGE

For Simple Graphics (Social Media Posts, Flyers, Banners)

Scope of Work:

- Creation of up to 5 social media graphics, flyers, or basic banners.
- Simple design elements (text, image overlays, logos, basic color schemes).
- 1-2 revisions per graphic.
- Delivered in high-resolution format (JPG, PNG).

Estimated Time Commitment: 5-10 hours

N50,000/Month

STANDARD PACKAGE

For More Complex Designs (Brochures, Posters, Ads, Email Templates)

Scope of Work:

- Design of brochures, posters, ads, or email templates (quantity should be specified).
- Custom illustrations or detailed layouts.
- Includes 2-3 revisions per design.
- Final files delivered in PDF, JPG, or PNG formats, including print-ready files.

Estimated Time Commitment: 10-20 hours

N90,000

PREMIUM PACKAGE

For Advanced Projects (Branding, Logo Design, Corporate Identity, Large Campaigns)

Scope of Work:

- Full branding package (logo design, typography, color schemes, brand guidelines).
- Design of corporate materials such as business cards, letterheads, presentation decks.
- Custom illustrations, icons, and branded elements.
- Up to 5 rounds of revisions.
- Files delivered in vector formats (AI, EPS, SVG) as well as JPG, PNG, and PDF.

Estimated Time Commitment: 25-40 hours

N210,000

Graphic Designer Rate Card

Add-Ons:

- Extra Revisions
- Custom Illustrations
- Infographic Design
- Custom Animations (GIFs, short video graphics)
- Stock Image Sourcing and Licensing
- Rush Delivery (48-72 hour turnaround)

Ongoing Monthly Packages:

Basic Graphics Design Support Plan

For businesses needing regular graphic design support for social media or marketing materials.

- Design of up to 10 social media graphics or marketing materials per month.
- Includes 2 revisions per graphic.
- Monthly creative brief and consultation to align on content.

Rate: N80,000/Month

Advanced Graphics Design Support Plan

For brands requiring full design support across multiple platforms (social media, email, print).

- Design of 20-25 graphics per month (social media, banners, ads).
- Custom illustrations and advanced layouts.
- Monthly consultation and strategy meetings.

Rate: N150,000/Month

Hourly Rate for One-Time or Temporary Projects

For clients requiring one-time design work or consulting:

- **Junior Talent: N5,000/hr**
- **Mid-Level Talent: N8,000/hr**
- **Senior/Expert Talent: N18,000/hr**

Logo Design Packages:

Basic Logo Package

For startups or small businesses needing a clean, professional logo.

- 2-3 initial logo concepts.
- 1-2 revision rounds.
- Final files in JPG, PNG, and vector formats (AI, EPS).

Rate: N30,000

Advanced Logo & Branding Package

For businesses requiring a complete branding package.

- 4-5 initial logo concepts.
- Full brand guidelines (logo usage, typography, color schemes).
- Business card and letterhead design.
- Up to 3 rounds of revisions.

Rate: N160,000

Notes

- Rates can vary depending on the experience level of the graphic designer and the complexity of the project.
- Custom packages can be created for long-term or high-volume design work.
- All work is delivered remotely with progress updates via email, Slack, or project management tools like Trello, Asana, or Monday.com.

Social Media Manager Rate Card

The rates are structured based on the scope of work, number of platforms managed, and experience level of the social media manager.

BASIC PACKAGE

For Small Businesses (1-2 Platforms)

Scope of Work:

- Managing 1-2 social media platforms (e.g., Instagram, Facebook, Twitter).
- 3-5 posts per week (including captions, hashtag research, and basic visuals).
- Basic community engagement (responding to comments and messages).
- Monthly reporting on key metrics (follower growth, engagement rates).
- Basic social media strategy consultation.

Estimated Time Commitment: 10-15 hours/week

N60,000/Month

STANDARD PACKAGE

For Growing Businesses (2-3 Platforms)

Scope of Work:

- Managing 2-3 social media platforms (e.g., Instagram, Facebook, LinkedIn).
- 5-7 posts per week (including custom graphics, hashtag research, and captions).
- Moderate community engagement (responding to comments and DMs, managing groups).
- Content calendar creation and management.
- Monthly reporting with detailed insights (reach, impressions, engagement rates, audience analysis).
- Collaboration on paid social media campaigns (ad copy, audience targeting).

Estimated Time Commitment: 20-25 hours/week

N120,000/Month

PREMIUM PACKAGE

For Established Businesses or Brands (3-5 Platforms)

Scope of Work:

- Full management of 3-5 social media platforms (e.g., Instagram, Facebook, Twitter, LinkedIn, Pinterest).
- 7-10 posts per week, including advanced content creation (custom graphics, GIFs, short videos).
- Full community engagement (comments, messages, managing groups, customer service inquiries).
- Collaboration on social media advertising campaigns (Facebook Ads, Instagram Ads).
- Social media strategy development and execution.
- Bi-weekly performance reporting with data-driven insights and recommendations.
- Content calendar creation, strategy calls, and quarterly social media audits.

Estimated Time Commitment: 30-40 hours/week

N200,000/Month

Social Media Manager Rate Card

Add-Ons:

- Custom Graphic Design
- Video Content Creation (Short Social Videos)
- Monthly Paid Social Media Campaign Management
- Social Media Strategy Development
- Influencer Outreach and Management
- Social Media Audit and Strategy Consultation
- Hashtag Research and Optimization
- Content Repurposing for Multiple Platforms

Ongoing Monthly Packages:

Basic Social Media Support Plan

For small businesses or entrepreneurs needing consistent social media management.

- Management of up to 2 platforms.
- 4-5 posts per week with basic visuals.
- Engagement monitoring (comments and messages).
- Monthly reporting and content scheduling.

Rate: N50,000/Month

Advanced Social Media Management Plan

For businesses requiring higher-volume social media engagement and growth.

- Management of up to 3-4 platforms.
- 6-8 posts per week with custom visuals and videos.
- Advanced community management (responding to comments, messages, and inquiries).
- Content calendar creation and performance reporting.

Rate: N100,000/Month

Notes

- Prices may vary depending on the complexity of the strategy, number of platforms managed, and the experience of the social media manager.
- Custom packages are available for businesses requiring specialized services or higher-volume management.
- Services are provided remotely, with regular check-ins and reporting via email, Slack, or project management tools like Trello, Asana, or Monday.com.

Hourly Rate for One-Time or Temporary Projects

For clients needing one-off social media management services or consultation:

- **Junior Talent: N6,000/hr**
- **Mid-Level Talent: N10,000/hr**
- **Senior/Expert Talent: N20,000/hr**

Social Media Campaign Packages:

Social Media Launch Package

For new businesses or brands launching a new product or service.

- Creation of 30-day social media campaign (content calendar, daily posts, and visuals).
- Paid campaign strategy for ads on Facebook and Instagram.
- Full social media audit and strategy consultation.
- Weekly reporting on campaign performance.

Rate: N140,000

Social Media Growth Package

For brands aiming to rapidly grow their social media presence.

- Daily posting across 3-4 platforms (Instagram, Facebook, LinkedIn, Pinterest).
- Advanced engagement strategies (giveaways, contests, collaborations).
- Influencer marketing outreach and coordination.
- Paid ad management on Facebook and Instagram.
- Weekly performance reports and growth recommendations.

Rate: N180,000

Transcription Specialist Rate Card

Rates vary based on the complexity of the transcription, turnaround time, and the type of audio or video being transcribed.

BASIC PACKAGE

For Simple Audio Files (Clear Audio, One Speaker,
No Technical Jargon)

Scope of Work:

- Transcription of up to 30 minutes of clear audio.
- One speaker, minimal background noise.
- Basic formatting with timestamps (optional).

Estimated Time Commitment: 2-3 business days

N25,000

STANDARD PACKAGE

For Moderate Complexity (Multiple Speakers, Some
Background Noise)

Scope of Work:

- Transcription of up to 60 minutes of audio with 2-3 speakers.
- Moderate background noise, some overlapping dialogue.
- Inclusion of speaker identification and timestamps.

Estimated Time Commitment: 3-5 business days.

N55,000

PREMIUM PACKAGE

For Complex Audio (Multiple Speakers,
Heavy Background Noise, Technical Terms)

Scope of Work:

- Transcription of up to 90 minutes of complex audio.
- 3+ speakers, technical or industry-specific jargon, heavy background noise.
- Detailed speaker identification, timestamps, and formatting.

Estimated Time Commitment: 5-7 business days.

N100,000

Transcription Specialist Rate Card

Add-Ons:

- Rush Delivery (24–48 hour turnaround)
- Timestamps Every 30 Seconds
- Verbatim Transcription (Including “umms” and pauses)
- Translation (Transcription and Translation into Another Language)
- Speaker Identification (If not clear in audio)
- Specialized Formatting (e.g., legal or academic style)

Ongoing Monthly Packages:

Basic Transcription Support Plan

For businesses or content creators needing regular transcription services.

- Up to 5 hours of audio transcribed per month.
- Includes speaker identification and basic formatting.
- Monthly report on completed transcriptions and turnaround times.

Rate: N100,000/Month

Advanced Social Media Management Plan

For companies requiring frequent transcription of meetings, webinars, or interviews.

- Up to 10 hours of audio transcribed per month.
- Complex audio handling (multiple speakers, industry-specific terminology).
- Detailed formatting and timestamps.
- Turnaround time: 2–4 business days for each project.

Rate: N150,000/Month

Notes

- Rates may vary depending on the clarity of the audio, complexity, and experience level of the transcriptionist.
- Custom packages are available for clients with large volumes of transcription work or long-term projects.
- Services are delivered remotely, with files shared securely via cloud storage (e.g., Google Drive, Dropbox, or secure email).

Hourly Rate for One-Time or Temporary Projects

For clients requiring one-time or customized transcription services:

- **Junior Talent: N5,000/hr**
- **Mid-Level Talent: N8,000/hr**
- **Senior/Expert Talent: N16,000/hr**

Specialized Transcription Services:

Legal Transcription

For law firms or legal professionals needing precise and accurate transcriptions.

- Transcription of depositions, legal hearings, or court proceedings.
- Detailed formatting in legal style.
- Verbatim transcription with timestamps.
- Speaker identification and clear differentiation between parties.

Rate: N500 per word

Medical Transcription

For healthcare professionals or clinics requiring medical transcription services.

- Transcription of medical reports, patient interviews, or doctor's notes.
- Specialized medical terminology transcription.
- HIPAA-compliant processes.

Rate: N700 per word

Web Designer Rate Card

Rates are structured based on the complexity of the design, type of website, and level of customization required.

BASIC PACKAGE

For Simple Websites (Single Page or Small Business Website)

Scope of Work:

- Design and development of a single-page website or a simple small business site (up to 3-5 pages).
- Basic layout and design, responsive on desktop and mobile.
- Setup of basic contact form and integration of social media links.
- Includes 1-2 rounds of revisions.
- Delivered with WordPress, Wix or Squarespace

Estimated Time Commitment: 15-25 hours

N130,000

STANDARD PACKAGE

For Business or Portfolio Websites (5-10 Pages)

Scope of Work:

- Design and development of a business website or portfolio with 5-10 pages.
- Custom layout and design with responsive design across all devices.
- Basic SEO optimization, social media integration, and contact forms.
- 2-3 rounds of revisions included.
- Integration of a blog or gallery.
- CMS setup (WordPress or Wix).

Estimated Time Commitment: 30-40 hours

N220,000

PREMIUM PACKAGE

For E-commerce or Custom Websites (10+ Pages)

Scope of Work:

- Full design and development of a custom website or e-commerce platform with 10-20 pages.
- Advanced design elements (animations, custom graphics, complex layouts).
- Product pages, payment gateway integration, and shopping cart functionality (for e-commerce sites).
- Advanced SEO optimization and social media integration.
- Custom plugin integration (membership systems, booking forms, etc.).
- 4-5 rounds of revisions included.
- Delivered with CMS setup (Shopify, WordPress with WooCommerce, Wix).

Estimated Time Commitment: 50-80+ hours

N400,000

Web Designer Rate Card

Add-Ons:

- Additional Pages
- E-commerce Functionality (Beyond Basic)
- Custom Graphics or Illustrations
- Advanced SEO Services
- Blog Setup & Design
- Custom Contact Forms/Booking Systems
- Website Maintenance & Updates (Monthly)
- Multilingual Setup

Ongoing Monthly Website Maintenance Packages:

Basic Website Maintenance Plan

For small businesses needing ongoing website updates and performance monitoring.

- Monthly website updates (content, images, plugins).
- Security checks and backups.
- Basic performance optimization (speed checks, minor fixes).

Rate: N70,000/Month

Advanced Website Maintenance Plan

For businesses requiring more frequent updates, security, and performance optimization.

- Weekly updates (content, plugins, theme adjustments).
- Monthly security scans and performance reports.
- Bug fixes, speed optimization, and content changes.

Rate: N250,000/Quarter

Hourly Rate for One-Time or Temporary Projects

For clients requiring one-off web design services or consulting:

- **Junior Talent: N10,000/hr**
- **Mid-Level Talent: N15,000/hr**
- **Senior/Expert Talent: N25,000/hr**

Website Redesign Packages:

Basic Redesign Package

For businesses looking to refresh their existing website.

- Redesign of up to 5 pages to modernize the layout and update branding.
- Mobile responsiveness optimization.
- 1-2 rounds of revisions.

Rate: N120,000

Advanced Redesign Package

For businesses needing a complete overhaul of their website's design and functionality.

- Full redesign of 10+ pages, including new layouts, branding, and improved navigation.
- Integration of additional features (blog, gallery, portfolio, or e-commerce).
- 3-4 rounds of revisions.

Rate: N250,000

Web Designer Rate Card

Specialized Web Design Packages:

Landing Page Design

For product launches, events, or marketing campaigns.

- Design and development of a single landing page with call-to-actions, lead forms, and engaging design.
- Basic analytics setup (Google Analytics, Facebook Pixel).
- Mobile responsiveness and SEO optimization.

Rate: N300,000–N750,000

Custom Web Application Design

For businesses needing unique web apps or features (membership systems, booking platforms).

- Design and development of custom web applications tailored to specific business needs.
- Advanced functionality (user logins, booking systems, or customer portals).
- Integration with APIs or third-party software.

Rate: N700,000–N1,500,000

Notes

- Prices vary based on the complexity of the design, experience of the web designer, and the tools/platforms used.
- Custom quotes can be offered for long-term projects or clients needing ongoing web design services.
- Work is delivered remotely with regular updates via email, Slack, or project management tools (e.g., Trello, Asana).

Writing and Translation Talent Rate Card

The rates vary based on the type of writing or translation service, the complexity of the project, and the experience level of the talent.

Writing Services:

BASIC WRITING PACKAGE

For Blog Posts, Short Articles, or Website Copy
(500–800 words)

Scope of Work:

- Writing 500–800 word blog posts, short articles, or website copy.
- Basic SEO optimization (keywords, meta descriptions, and links).
- 1 round of revisions included.
- Delivered in Word or Google Docs format.

Estimated Time Commitment:

N70,000

STANDARD WRITING PACKAGE

For In-Depth Articles, Guides, or Website Content
(1000–1500 words)

Scope of Work:

- Writing 1000–1500 word articles, guides, or website content.
- Comprehensive SEO optimization and formatting.
- Research included for industry-specific topics.
- Up to 2 rounds of revisions.
- Delivered in Word, Google Docs, or PDF.

Estimated Time Commitment:

N125,000

PREMIUM WRITING PACKAGE

For Long-Form Content, Whitepapers, or Ebooks
(2000–3000 words)

Scope of Work:

- Writing 2000–3000 word long-form content, whitepapers, or ebooks.
- Extensive research and data incorporation.
- Advanced SEO optimization, including internal/external linking.
- Up to 3 rounds of revisions included.
- Custom formatting and PDF or ebook delivery.

Estimated Time Commitment:

N250,000

Copywriting for Ads or Social Media (Short-Form Content)

For Ads, Social Media Posts, or Promotional Campaigns

Scope of Work:

- Writing copy for ads, social media posts, or short promotional content (up to 300 words).
- Platform-specific optimization (Instagram, Facebook, LinkedIn).
- Includes CTA-focused content and hashtag suggestions.
- 1 round of revisions included.

N40,000

Writing and Translation Talent Rate Card

The rates vary based on the type of writing or translation service, the complexity of the project, and the experience level of the talent.

Translation Services:

BASIC TRANSLATION PACKAGE

For Standard Documents (up to 1000 words)

Scope of Work:

- Translation of up to 1000 words of standard documents (business letters, general communication).
- Language pairs: English to French, English to Spanish, English to German, etc.
- Basic proofreading of the translated document.

Estimated Time Commitment: 2-3 business days

N120,000

STANDARD TRANSLATION PACKAGE

For Technical, Legal, or Industry-Specific Documents (1000-2000 words)

Scope of Work:

- Translation of 1000-2000 words of technical, legal, or industry-specific documents.
- In-depth research and accuracy in translation.
- 1 round of revisions and proofreading included.

Estimated Time Commitment: 3-5 business days

N200,000

PREMIUM TRANSLATION PACKAGE

For Complex Documents, Manuals, or Large Projects (2000+ words)

Scope of Work:

- Translation of 2000+ words for complex projects (manuals, contracts, or legal documents).
- Multiple language pairs supported (English, French, Spanish, German, Mandarin, etc.).
- Detailed proofreading and revisions for accuracy.
- Custom formatting and delivery options (PDF, Word).

Estimated Time Commitment: 7-10 business days

N270,000

Writing and Translation Talent Rate Card

Add-Ons:

- Extra Revisions
- Rush Delivery (24-48 hour turnaround)
- Specialized Formatting (Legal/Technical Documents)
- Multilingual Translations (Multiple Languages)
- Proofreading & Editing

Hourly Rate for One-Time or Temporary Projects

For clients needing one-off writing or translation services:

- **Junior Talent: N5,000/hr**
- **Mid-Level Talent: N7,000/hr**
- **Senior/Expert Talent: N15,000/hr**

Ongoing Monthly Packages:

Basic Content Writing Plan

For businesses needing consistent written content each month.

- 4 blog posts or articles per month (up to 1000 words each).
- Basic SEO optimization for all content.
- Monthly content planning and topic suggestions.

Rate: N100,000/Month

Advanced Content Writing & Translation Plan

For businesses requiring both written content and regular translation services.

- 4 blog posts or articles per month (up to 1500 words each).
- Translation of up to 4000 words per month for industry-specific documents.
- Content and translation strategy consultations.

Rate: N175,000/Month

Specialized Services:

Legal Document Translation

For law firms or legal professionals needing precise translation.

- Translation of legal contracts, agreements, or court documents.
- Verbatim translation with legal accuracy.
- Custom formatting in legal style.

Rate: N200 per word

Medical Writing & Translation

For healthcare professionals or clinics requiring specialized content or translation.

- Medical content writing (articles, reports, or research papers).
- Translation of medical documents, patient interviews, or reports.
- Adherence to medical terminology and regulations.

Rate: N300 per word

Notes

- Prices vary based on the complexity of the writing or translation, language pairs, and the experience of the talent.
- Custom quotes can be provided for long-term projects or clients needing ongoing services.
- All work is delivered remotely with regular updates shared via email, Google Docs, or project management tools.

Virtual Assistant Rate Card

The rates vary based on the scope of work, required skills, and time commitment. Virtual assistants offer various administrative, organizational, and technical support services, and the packages reflect different levels of assistance.

BASIC PACKAGE

For Simple Administrative Tasks
(10–15 hours per week)

Scope of Work:

- Email management and inbox organization.
- Calendar management and scheduling.
- Basic data entry.
- Research and information gathering.
- Simple document creation (Word, Excel, etc.).

Estimated Time Commitment: 10–15 hours/week

N90,000/Month

STANDARD PACKAGE

For Moderate Admin Tasks (15–20 hours per week)

Scope of Work:

- Email and calendar management.
- Travel planning and booking.
- Managing customer inquiries or basic customer support.
- Social media scheduling and basic engagement.
- Creating presentations and simple reports.
- Project management support (task assignment, follow-ups).

Estimated Time Commitment: 15–20 hours/week

N175,000/Month

PREMIUM PACKAGE

For Advanced Admin and Specialized Tasks
(20–30 hours per week)

Scope of Work:

- Full calendar, email, and travel management.
- Advanced customer support (via email, live chat, or phone).
- Social media management (scheduling, engagement, reporting).
- Website maintenance (basic content updates, blog posting).
- Advanced data entry, reporting, and bookkeeping assistance.
- CRM management and lead tracking.
- Task management for multiple projects.

Estimated Time Commitment: 20–30 hours/week.

N280,000/Month

Virtual Assistant Rate Card

Add-Ons:

- Additional Hours (Beyond Agreed Hours)
- Social Media Content Creation (Basic Graphics, Posts)
- CRM Setup and Management
- Project Management (Advanced)
- Bookkeeping Assistance
- Basic Graphic Design (Flyers, Banners)
- Customer Support (Phone Support)
- Blog Posting and Formatting
- Travel Management (Complex Trips)

Ongoing Monthly Packages:

Basic Virtual Assistant Support Plan

For small businesses or entrepreneurs needing consistent support.

- 10-15 hours of admin support per week.
- Email and calendar management.
- Simple tasks like research, data entry, and document creation.

Rate: N85,000/Month

Advanced Virtual Assistant Support Plan

For businesses needing higher-level support and task management.

- 20-25 hours of admin support per week.
- Social media scheduling, customer support, and travel management.
- Project management and CRM management.

Rate: N150,000/Month

Notes

- Prices may vary depending on the complexity of tasks, the experience of the virtual assistant, and the required availability.
- Custom packages can be created for businesses needing more hours or specialized services.
- All services are provided remotely, with communication via email, Slack, or project management tools.

Hourly Rate for One-Time or Temporary Projects

For clients needing temporary virtual assistant services or one-off tasks:

- **Junior Talent: N6,000/hr**
- **Mid-Level Talent: N10,000/hr**
- **Senior/Expert Talent: N16,000/hr**

Specialized Virtual Assistant Services:

Customer Support Virtual Assistant

For businesses needing ongoing customer support through various channels.

- Responding to customer inquiries via email, chat, or social media.
- Managing customer service tickets and CRM updates.
- Reporting on customer support trends and feedback.

Rate: N100,000/Month

Project Management Virtual Assistant

For businesses needing project coordination and task management.

- Managing projects using tools like Asana, Trello, or Monday.com.
- Task assignment and follow-ups with team members.
- Regular project reporting and progress tracking.

Rate: N160,000/Month

Project Manager Rate Card

The rates vary based on the complexity of the project, industry, and experience of the project manager.

BASIC PACKAGE

For Small Projects or Short-Term Tasks (10-15 hours per week)

Scope of Work:

- Management of small projects with a clear start and end date.
- Task assignment, tracking, and follow-up.
- Basic project scheduling and timeline creation.
- Weekly status updates and progress reporting.
- Coordination with internal team members and stakeholders.

Estimated Time Commitment: 10-15 hours/week

N50,000/Week

STANDARD PACKAGE

For Mid-Sized Projects (20-25 hours per week)

Scope of Work:

- Management of medium-sized projects with multiple stakeholders.
- Creating detailed project plans and timelines.
- Task delegation and coordination across multiple teams.
- Risk management and problem resolution.
- Weekly or bi-weekly progress reports and stakeholder updates.
- Use of project.

Estimated Time Commitment: 20-25 hours/week

N70,000/Week

PREMIUM PACKAGE

For Large, Complex Projects (30+ hours per week)

Scope of Work:

- Full management of large, complex projects or programs involving cross-functional teams.
- Advanced project scheduling, resource allocation, and timeline management.
- Full risk management, including contingency planning.
- Frequent reporting and communication with senior leadership or clients.
- KPI tracking and data-driven project performance monitoring.
- Extensive use of project management tools and dashboards (Jira, MS Project, etc.).

Estimated Time Commitment: 30-40 hours/week

N130,000/Week

Project Manager Rate Card

Add-Ons:

- Additional Hours (Beyond Agreed Hours)
- Custom Reporting & Dashboards (Advanced Analytics)
- Stakeholder Management (Frequent Meetings & Reports)
- Risk Management Plan Development
- Full Project Documentation (Standard Operating Procedures, Reports, etc.)
- Post-Project Review (Detailed Analysis and Lessons Learned)
- Agile or Scrum Implementation
- Change Management Strategy

Hourly Rate for One-Time or Temporary Projects

For clients requiring temporary project management services or consulting:

- **Junior Talent: N8,000/hr**
- **Mid-Level Talent: N13,000/hr**
- **Senior/Expert Talent: N25,000/hr**

Ongoing Monthly Packages:

Basic Project Management Plan

For businesses needing regular oversight on small or ongoing projects.

- 10-15 hours of project management per week.
- Basic project scheduling, task tracking, and reporting.
- Use of project management tools for team coordination.

Rate: N120,000/Month

Advanced Project Management Plan

For businesses requiring more extensive project management services.

- 20-30 hours of project management per week.
- Advanced task management, team coordination, and stakeholder reporting.
- Risk management and frequent progress reports.

Rate: N250,000/Month

Specialized Project Management Services:

Agile or Scrum Project Management

For teams working on software development or iterative product cycles.

- Full implementation of Agile or Scrum methodologies.
- Managing sprint planning, daily standups, and retrospectives.
- Task management through Jira, Trello, or similar tools.
- KPI tracking and performance reviews.

Rate: N400,000/Month

Technical Project Management

For IT, software, or technical infrastructure projects.

- Managing technical projects involving software development or infrastructure setup.
- Coordination between development teams, QA, and clients.
- Use of technical tools for tracking and bug management (Jira, GitHub).
- Reporting

Rate: N600,000/Month

Notes

- Prices vary based on the complexity of the project, the experience of the project manager, and the duration of the project.
- Custom packages can be created for long-term projects or program management.
- All services are provided remotely, with regular updates via project management tools (Trello, Asana, Jira) and communication through email or video conferencing.

Product Manager Rate Card

The rates vary based on the complexity of the product, project scope, and the experience level of the product manager.

BASIC PACKAGE

For Small Products or Startups (10-15 hours per week)

Scope of Work:

- Managing the development and launch of a simple product (e.g., MVP or small-scale product).
- Defining product requirements and creating product roadmaps.
- Coordination between development teams, designers, and stakeholders.
- Basic user research and feedback analysis.
- Weekly reporting on progress and next steps.

Estimated Time Commitment: 10-15 hours/week

N250,000/Month

STANDARD PACKAGE

For Mid-Size Products or Ongoing Development (20-25 hours per week)

Scope of Work:

- Full product lifecycle management, from ideation to launch for medium-complexity products.
- Detailed product roadmap creation, backlog prioritization, and feature scoping.
- Managing cross-functional teams (engineering, marketing, sales) and coordinating sprints.
- User research, market analysis, and competitor benchmarking.
- Bi-weekly or monthly reporting and product roadmap adjustments based on progress.

Estimated Time Commitment: 20-25 hours/week

N400,000/Month

PREMIUM PACKAGE

For Complex or Large-Scale Products (30-40 hours per week)

Scope of Work:

- Full product ownership for large-scale or complex products (e.g., SaaS platforms, enterprise solutions).
- Detailed product vision, strategy, and roadmap creation.
- Managing development teams across multiple locations and time zones.
- Advanced stakeholder communication, including C-suite executives.
- Conducting extensive user research, A/B testing, and iteration on features.
- Comprehensive KPI tracking, data analysis, and progress reporting.
- Continuous improvement of the product based on feedback and data insights.

Estimated Time Commitment: 30-40 hours/week

N750,000/Month

Product Manager Rate Card

Add-Ons:

- Additional Hours (Beyond Agreed Hours)
- Custom User Research (Surveys, Interviews, Analysis)
- Advanced Analytics and Reporting (Product Metrics, KPIs)
- Competitor Research and Benchmarking
- UX/UI Coordination and Design Reviews
- Product Market Fit Analysis
- Feature Prioritization Workshops with Stakeholders
- Detailed Product Requirement Documentation (PRD)
- Post-Launch Product Optimization

Ongoing Monthly Packages:

Basic Product Management Plan

For startups or small businesses needing regular product management oversight.

- 10-15 hours of product management per week.
- Product roadmap management and weekly updates.
- Basic user research and development coordination.

Rate: N200,000/Month

Advanced Product Management Plan

For businesses needing extensive product management services for more complex products.

- 25-30 hours of product management per week.
- Full product ownership, roadmap management, and KPI tracking.
- Weekly stakeholder meetings and in-depth user research.

Rate: N350,000/Month

Notes

- Rates vary depending on the complexity of the product, the experience level of the product manager, and the industry.
- Custom packages can be created for long-term product management or multiple product lines.
- All work is done remotely, with regular updates and meetings via project management tools (Trello, Jira, Monday.com) and communication via video conferencing or email.

Hourly Rate for One-Time or Temporary Projects

For clients needing temporary product management services or consulting:

- **Junior Talent: N15,000/hr**
- **Mid-Level Talent: N20,000/hr**
- **Senior/Expert Talent: N28,000/hr**

Specialized Product Management Services:

SaaS Product Management

For companies building or scaling Software-as-a-Service (SaaS) products.

- Management of SaaS product development from MVP to full-scale launch.
- Coordination between technical teams (developers, UX/UI) and business units (sales, marketing).
- Implementation of SaaS metrics tracking (MRR, churn rate, customer lifetime value).
- Monthly reporting on key product performance indicators.

Rate: N350,000

Enterprise Product Management

For large organizations with complex product needs.

- Managing enterprise-level products with a focus on scalability and integration with other systems.
- Stakeholder management, including coordination with enterprise clients.
- Advanced product roadmap management and data-driven decision making.
- Post-launch product support, continuous improvement, and feature iteration.

Rate: N500,000