



# WELCOME

Thank you for your interest in Britt Assist.  
Learn more about the team and how we can assist!

*All services are negotiable and can be tailored for your company's needs.*



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# Working With Us

*Making your Britt Assist experience a great one!*



Collaborating with us is a dynamic and rewarding experience. Our team is committed to providing unmatched support and innovative solutions tailored to your unique needs.

From the initial consultation to project completion, **expect** a seamless journey marked by clear communication and proactive problem-solving. Client satisfaction is our top priority as we develop a collaborative environment. Here, your vision is not merely heard but executed with care, offering custom visibility options from any mobile device.

Enjoy the convenience of uploading files, providing feedback, and receiving vital push notifications for key deadlines in real time.

Welcome to a collaborative journey where your success is our utmost priority.

# Our Approach

## **BUILD**

Bring the vision to life



## **SAIL**

Data Collection and growth progression



## **TEST**

Perform data analysis



We perform thorough business audits, focusing on three primary categories: Administrative, Branding, and Marketing.

Upon receiving your custom audit report, we implement the recommended solutions that allow you to monitor our progress in real-time through our project management system.

To support ongoing growth post-service, we offer team training and development tools through our Assist Care Service. Assist Care packages include: Customer Support, a monthly customer solutions briefing meeting, and a progression report.

We nurture your visions through tangible strategic planning and project execution. From careful planning to streamlined scheduling and open communication, we meticulously perform every phase of the project life cycle. Our certified strategists, supervise scope definition, customer relations, and quality assurance that guarantees the timely delivery of projects.

# Capabilities

To see samples of our designs, campaigns, events, or services in general please [contact us.](#)



## CORE COMPETENCIES

*Britt Assist helps clients reach their target market using unorthodox solutions.*

Highlighted Services: website design, proposal writing, customer relations management, social media marketing, administrative support

## AFFILIATIONS

Better Business Bureau  
SAMS.gov : Entity ID: MRYMQLHRNVL5  
Duns & Bradstreet : 11820944

## PERFORMANCE

- University of Delaware (content creation, strategic planning, community outreach)
- Caring Angels of Delaware (web design, project management)
- Nestle (strategic planning, project management, team building)
- Spending Black Matters (virtual assistance, web design, project management, strategic planning)
- Upstage Management & Consulting Firm (web design, strategic planning)

## NAICS CODES

541611- Administrative Management & General Management Consulting

541613- Marketing Consulting Services

541420- Graphic Design Services



## DIFFERENTIATORS

- Quick Turnaround Time for Designs
- Network of Certified Professionals
- Project Implementation



## MARKETING SOLUTIONS

We create marketing solutions with a full marketing campaign outline, content creation and scheduling, and data collection.



## PROJECT MANAGEMENT

Our project management system allows your team to see our progression in real-time with mobile notifications.

[www.brittassist.com](http://www.brittassist.com)

[info@brittassist.com](mailto:info@brittassist.com) CAGE:96FD4

# CLIENT HIGHLIGHT



## Introducing

### SPENDING BLACK MATTERS

“The Spending Black Matters Brand empowers and extends a black owned marketplace and ecosystem for Black CEOs to sell their products.”

### BRITT ASSIST SOLUTION:

Britt Assist has provided Spending Black Matters with Full-Service Support. Services include: event strategy plans, website design, brand promotion, graphic design, and business proposals.

#### Key Features:

- On-Site marketplace
- Direct event registration
- Direct chat feature
- Online store

**CHECK IT OUT!**  
Click the image

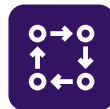


**SEE MORE!**  
Click the image



#### Administrative Solutions

Revamped contractual agreements/policies, meeting documentation, and provided client/customer complaint advocacy.



#### Operational Efficiency

Streamlined processes and improved operational effectiveness.



#### Technology Solutions

Provided a smooth process for ticketed events, special offers, and frequently asked questions.



# CLIENT HIGHLIGHT



## Introducing JUST P.L.A.Y.

“Just P.L.A.Y. is a resource that locates activities and gives suggestions on keeping your children occupied and inspiring creativity.”

### BRITT ASSIST SOLUTION:

Britt Assist embodied the Just P.L.A.Y. vision by creating a new website design, developing marketing tools, creating new graphics, and dedicating volunteer hours at pop-up shops to bolster support for Just P.L.A.Y.

#### Key Features:

- Free trial subscription
- Event Previews
- Points system
- Community event registration

**CHECK IT OUT!**  
Click the image

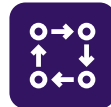


**SEE MORE!**  
Click the image



#### Marketing Campaign

Developed new learning materials, a reward system, and paid advertisement



#### Operational Efficiency

Streamlined processes and improved operational effectiveness.

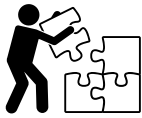


#### Brand Solutions

Created custom marketing materials, graphics, business cards, and more!



# Premium Packages



## Builder Package

~~\$5,800~~ \$5,399

- ✓ Two Social Media Creation/Revamp + Content Creation for one month - \$1,200
- ✓ One Sheeter Business Plan w One Marketing Concept + Contract/Policy Creation Outline - \$1,500
- ✓ Logo Creation + One Sheeter Brand Kit - \$1,300
- ✓ Website Creation - \$1,800



## Tester Package

~~\$10,700~~ \$10,299

- ✓ Landing Page - \$500
- ✓ Marketing Campaign Concept + Full Execution Outline - \$3,200
- ✓ Content Creation Three Months + Social Media Analytic Report + Ad Budget Analysis - \$2,500
- ✓ Public Relations (One month: social media coverage, press release) - \$2,500
- ✓ Custom Graphics (20) - \$2,000



## Sailing Package

~~\$15,580~~ \$15,000

- ✓ Landing Page + Search Engine Optimization - \$1,000
- ✓ Marketing Campaign Concept + Full Execution Outline + Media Kit - \$3,700
- ✓ Content Creation Six Months + Social Media Analytic Report + Ad Budget Analysis - \$5,000
- ✓ Public Relations (One month: social media coverage, press release, magazine placement) - \$3,500
- ✓ Custom Graphics (20) - \$2,000
- ✓ Business Card + Brand Mock Up Design + Shipping/Delivery - \$130
- ✓ Campaign Advertisement (graphic) + Britt Assist Website Display - \$250



# Services

*An initial consultation is mandatory for all services, and pricing is officially determined by scope of the project.*

## Administrative

- ✓ Business Plan - Starting at \$5,000
  - ✓ Business Proposal - Starting at \$500
  - ✓ Business Reports - \$1,500
  - ✓ Contract Creation - Starting at \$500
  - ✓ Financial Development Sheets - Starting at \$25
  - ✓ Onboarding and Training Development - Starting at 5,000
  - ✓ Policy Creation - \$1,500
- 

## Marketing

- ✓ Content Calendar (monthly view) - Starting at \$1,000
  - ✓ Content Creation (plain text documents) - Starting at \$1,000
  - ✓ Landing Page - \$500
  - ✓ Marketing Campaign - Starting at \$8,000
  - ✓ Marketing Campaign Concept - Starting at \$1,500
  - ✓ Mock Images - Starting at \$500
  - ✓ Public Relations (press release, new events, media) - Starting at \$12,000
  - ✓ Search Engine Optimization - Starting at \$1000
  - ✓ Social Media Template Creation - Starting at \$200
  - ✓ Scenario Planning Services - Add on service \$250
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## Branding

- ✓ Brand Kit - Starting at \$300
- ✓ Business Card Design - \$50
- ✓ Graphic Designs - \$100
- ✓ Logos - \$1,000
- ✓ Media Kit - Starting at \$300
- ✓ Photography - Starting at \$150/hr
- ✓ Website Creation - \$1,800

# TERMS AND CONDITIONS

If you have questions about our terms and conditions please email us at [info@brittassist.com](mailto:info@brittassist.com).

## OFFER DECISION

A virtual meeting may be held to answer any questions you may have about this proposal. Alternatively, if our services are not aligned with your current needs, we appreciate the time you've dedicated to considering our offerings!

## COMMUNICATION

All business-related discussions will be documented in writing. Following each meeting, comprehensive notes will be promptly shared with all involved parties. Questions and concerns can be addressed in our scheduled meeting.

## CONFIDENTIALITY

Information discussed following the review of this proposal is not to be disclosed to any other parties outside of your current team.

## CONTRACTS

Official business operations will not commence until the contract is signed by all involved parties.

*All contracts have a 72 hour expiration date.*

## COPYRIGHT

This proposal is exclusively intended for informational purposes only and should not be utilized for any other reason.

*The visuals, information, and design provided are not to be exploited for personal gain. Any reported improper use will result in charges filed from Britt Assist.*

## PRICING

Offers found in this document are subject to change and acceptance constitutes agreement to the outlined terms and conditions.



# CONTACT



**Website**

[www.brittassist.com](http://www.brittassist.com)

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**E-mail**

[info@brittassist.com](mailto:info@brittassist.com)

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**Social Media**

[@Brittassistllc](https://www.instagram.com/Brittassistllc)

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**Want to move forward?**

Lets Chat! [www.brittassist.com/meetingrequest](http://www.brittassist.com/meetingrequest)