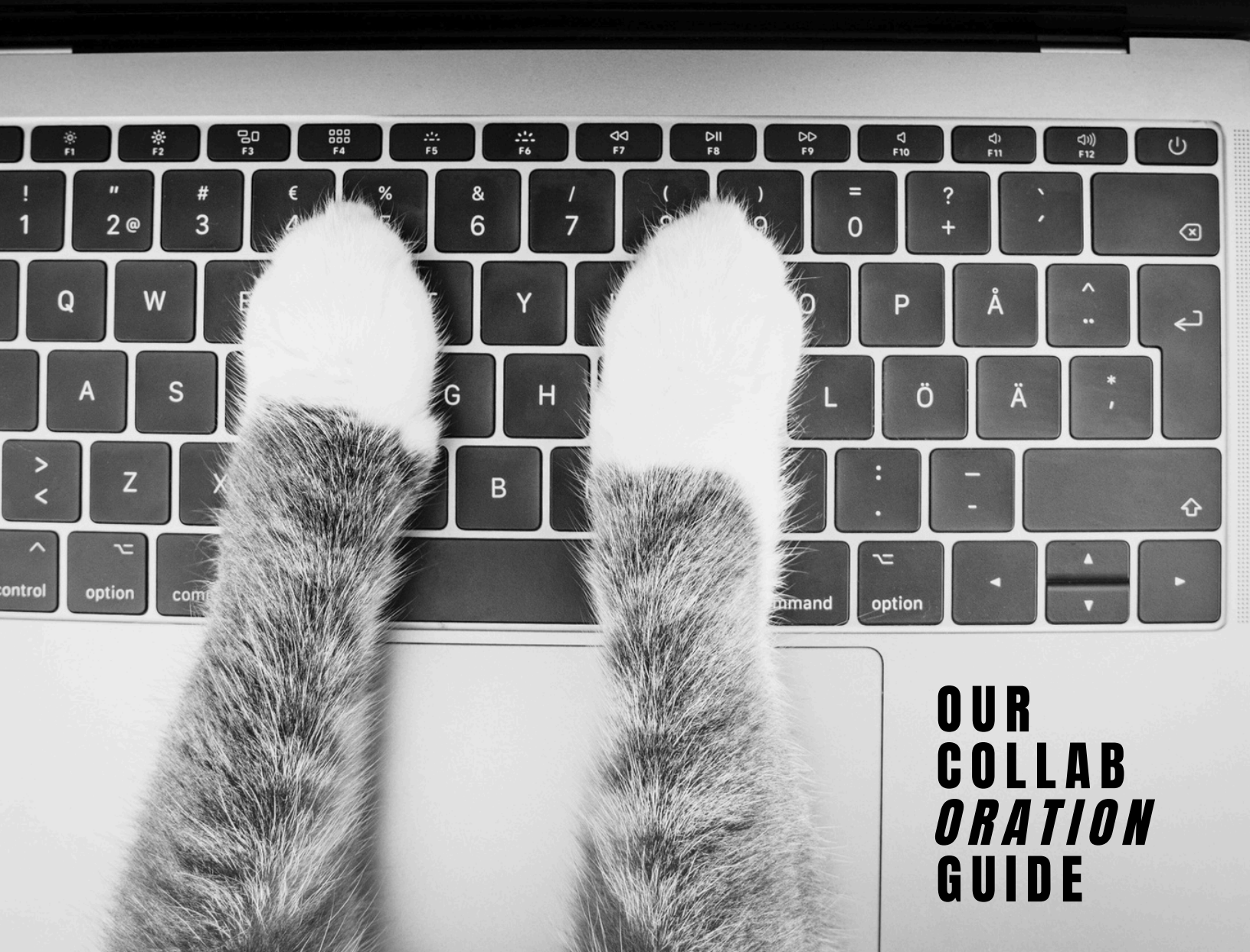


the collab co.

... the partner behind your purpose

Whether you're launching a new business, growing an established organization, or leading a nonprofit, The Collab Co. provides creative, operational, and administrative support to help you focus on what you do best.



**OUR
COLLAB
ORATION
GUIDE**

CREATIVE & BRANDING SERVICES



Essential Logo Package – Starting at \$750

- Primary logo
- Alternate logo
- Brand colors

Complete Brand Identity – Starting at \$2,500

- Logo suite (primary, alternate and social media)
- Brand guide with brand color
- Social media graphics for launch and highlights
- Brand assets

Merchandise Management - Starting at \$250*

- Product sourcing & ordering
- Vendor coordination
- Artwork preparation

Custom Merchandise Programs: Custom Quote

- Popular Items:
 - Apparel
 - Drinkware
 - Event giveaways
 - Corporate gifts
 - Branded promotional products

*Does not include cost of goods

WORKFORCE SOLUTIONS

HR Foundation Package – \$1,500

- New hire paperwork package
- Employee handbook template
- Basic policies and procedures
- Personnel file setup
- Onboarding checklist

HR Launch Package – \$3,000

- Everything in Foundation Package
- Job descriptions
- Offer letter templates
- Performance review forms
- Employee onboarding program
- Manager toolkit

Ongoing HR Support

HR Retainer - Starting at \$500/month

- Employee relations guidance
- Recruiting assistance
- Interview support
- Policy updates
- Performance management support
- HR compliance guidance

Recruiting Support

- Job Description Development – \$250
- Recruiting Support – \$75/hour
- Interview Coordination – \$75/hour
- Candidate Screening – Custom Quote

ACCOUNTING SOLUTIONS

Essential Bookkeeping Package **Starting at \$200/month**

Perfect for startups and small businesses

Includes:

- Monthly transaction categorization
- Bank account reconciliation
- Credit card reconciliation
- Monthly financial reports

Recommended for businesses with fewer than 100 transactions per month.

Growth Bookkeeping Package **Starting at \$750/month**

For growing businesses and nonprofits

Includes:

- Everything in Essential
- AP/AR tracking
- Compliance Support (Annual filings, license renewal, sales tax reminders, etc.)
- Monthly financial review meeting
- Budget tracking
- Vendor payment coordination & compliance tracking

Add-On Financial Services

QuickBooks Setup - \$500 – \$1,500*

Chart of Accounts Creation - \$350

Monthly Budget Development - \$500

Financial Cleanup/Catch-Up Bookkeeping - \$75–\$125/hr

Vendor Management & Bill Pay - Starting at \$250/month

Payroll Coordination - Starting at \$150/month*

Annual Budget Preparation - Starting at \$750

**Quickbooks and ADP Preferred pricing on new accounts*

the

COMPLETE COLLAB PACKAGE

**YOUR BRAND.
YOUR TEAM.
YOUR BUSINESS.
BUILT RIGHT FROM THE START.**

The Complete Collab Package is a comprehensive business launch solution designed to help new businesses establish a strong foundation for long-term success. Combining branding, human resources, and financial systems, this package provides everything needed to confidently launch and operate your business from day one.

Includes:

- Brand Development
- Human Resources Foundation
- Bookkeeping & Financial Setup
- Compliance & Business Administration
- Business Launch Support for 30 days

STARTING AT \$5,000

SOCIAL MEDIA MGMT & MARKETING

Starter Package – \$750/month

- 8-10 posts per month (static images only)
- Content creation

Growth Package – \$1,200/month

- 12-16 posts per month (reels, posts and stories on Facebook and Instagram)
- Content creation
- Community engagement monitoring (responding to messages and comments accordingly)

Premium Package – \$2,000/month

- 18-20 posts per month (reels, posts and stories on Facebook and Instagram)
- Content creation
- Community engagement monitoring (responding to messages and comments accordingly)

A LA CARTE Options available

Stand alone content creation, contests or email campaigns – Starting at \$150

let's get social



the

ULTIMATE COLLB PACKAGE

Social Media Marketing

- Unlimited social media requests per month (20 post minimum)
- Site visits for content creation
- Reels and short-form video editing
- Story creation
- Community engagement monitoring (responding to messages and comments accordingly)
- Platforms may include: Facebook, Instagram, TikTok and Threads

Graphic Design & Marketing Collateral (Unlimited)

- Social media graphics
- Flyers
- Posters
- Rack cards
- Event signage
- Print advertisements
- Digital advertisements
- Print management
- Email marketing

STARTING AT \$3,000/MONTH

EVENT MANAGEMENT & SUPPORT

Event Consultation

- \$150/hour

Event Management

- Starting at \$1,500

Full-Service Event Production

- Starting at \$5,000

Services may include:

- Vendor coordination
- Sponsorship management
- Budget development
- Timeline creation
- Volunteer coordination
- Registration management
- On-site event execution

Nonprofit Fundraising Support

- Sponsorship Program Development – Starting at \$1,000
- Sponsorship Sales Support – Custom Quote
- Silent Auction Management – Starting at \$750
- Fundraising Campaign Planning – Starting at \$1,500
- Grant Research & Writing – Starting at \$125/hour

WEBSITE & DESIGN SERVICES

Website Creation

- Starting at \$1,500

Website Support

- Website Refresh – Starting at \$750
- Landing Page Design – Starting at \$500
- Website Content Updates – \$75/hour
- Website Management – Starting at \$250/month

Design & Marketing Support

- Single Graphic Design Project – Starting at \$150
- Flyer/Brochure Design – Starting at \$350
- Rack Card Design – Starting at \$275
- Presentation Deck Design – Starting at \$750
- Annual Report Design – Starting at \$1,500
- Custom Design Projects – Quoted per project

LET US
GIVE YOU
A HAND.



the
collab co.



the partner behind your purpose