



Advanced Gal Friday Communications (AGFC)

**Why not ...
just plain ol' Gal Friday?**

I'll tell you why. I have 25 years of high-level administrative and professional experience doing all sorts of things, but I want to focus on what I best love to do so that I can offer the very best to my clients.

I offer:

- Personal and small business bookkeeping services
- Clear, concise website content and navigation
- Excellent writing and editing skills in a variety of venues
- Press releases, ad copy, and marketing assistance.

I can also do research, event planning, and help you through organizational transitions.

Just what you need, when you need it, without the extra expenses and logistics involved when hiring a regular employee.

RATES	Fees	Notes
Writing / Editing		
Copyediting, basic	\$30/hour	5–10 manuscript pages/hour
Copyediting, heavy	35/hour	2–5 manuscript pages/hour \$
Substantive / line editing	\$45/hour	1–6 manuscript pages/hour
Developmental editing	\$50/hour	1–5 pages/hour
Layout, newsletters	\$45/printed page	1–4 pages/hour
Layout, books	\$50/hour	6–10 pages/hour
Indexing	\$40/hour, \$4.00/indexable printed page	8–20 printed pages/hour
Project management	\$9.00–20.00/printed page, \$40–70/hour	NA
Proofreading	\$30/hour	5–10 manuscript pages/hour
Researching	\$40/hour	NA
Writing	\$75/hour, \$1.50/word	1–3 manuscript pages/hour
Transcribing	\$3–\$5/page	variable
Web Design/Maintenance		
DWT or CSS format page	\$400 per page	flat rate
Additional page	\$60 per page	flate rate
Graphic	\$20 each	flat rate
advanced navigation (rollovers, dropdown)	160 per set	flat rate
basic slide show	per graphic plus \$50	variable



Just What You Need

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- Web Design/Maintenance
- Writing, Editing
- PR/Marketing
- Bookkeeping

Tired of keeping track of bills?

Need a website set up or maintained?

Looking for occasional or ongoing PR or Marketing assistance?

Want help with a one-time project?

See inside for details →

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Just What You Need

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Bookkeeping

For Individuals:

How many hours a week do you spend paying bills, or tracking tax-related expenses? Are late fees a problem? Do you have a budget plan? I can free up your valuable time and take a lot of worry away. I can also help if you have a nanny or other household employees on payroll.

For Small Businesses:

Tired of writing checks, doing payroll, sending out invoices, or following up on accounts receivables? Need help filing tax deposits and reports? Is your accountant asking for detailed information that you don't have time to provide? Let me take care of these tasks for you so that you can focus on providing the very best to your customers and building your business.

Web Design/Maintenance

I will design a straightforward, effective website for your business. I also offer website maintenance services, and can provide marketing advice, copywriting, and basic SEO placement tips for your website.

Writing, Editing

I have proven grant-writing experience, a knack for composing diplomatic correspondence, a strong background in MS Word and MS Publisher, as well as excellent editing skills. If you need a proposal, letter, flyer, newsletter, or press release written or produced, I can do the job.

PR/Marketing

Do you need more publicity or want a way to stay connected with your current customers or donors?

Designing and implementing PR campaigns for small businesses or organizations is one of my specialties. With effective press releases, ad copy, and mailings, I can get your business or organization into the public eye.

Just what you need, when you need it. Without the overhead.

And, just for fun:

What is the origin of the term *Gal Friday*?

The hero of *Robinson Crusoe* named his faithful young native companion Friday for the day of the week he met him.

Over the years, the term has been used to describe a faithful manservant, then a male assistant, and finally, a female secretary to a man—leading to a rather antifeminist overtone...

However, I choose to use the term as a figure of speech that describes someone who can do many things well and is willing to put his or her best effort into "getting things done." And I'll bet there are plenty of "Guy Fridays" out there, too!

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