

Internal Communications

Service Description

Communication amongst stakeholders is key in the running of a business. Our services can assist with communications to employees as well as clients/customers to distribute valuable information and stay on top of people's minds. We can additionally support in running staff incentives. The services include, but are not limited to the tasks outlined below.

Newsletters

Internal communications and newsletters

Collating articles and preparation for print for newsletters to clients/customers

(Note: graphics to be provided)

Employee Incentive/Recognition Programs

Setting up templates

Preparing communications and promotional materials

Collating nominations

Preparing certificates

Arranging rewards/prizes

Any other requirements as agreed

Hours of Availability

	Availability
Days	Monday to Friday (exc. Australian Public Holidays)
Time	* 8:30am to 5:30pm
Time Zone	Australian Eastern

* Please contact me if you require services outside of standard hours.

Cost of Service

AUD50 per hour and charged at 30 minute increments after the first hour during standard hours of operation.