Top Pro Virtual Assistant Price List

Top Pro Group Pricing Only

- Top Producer 8i Setup – New Account - $16.00
- Create Top Pro Contact Types In Top Producer - $16.00
- Upload Contacts Into Top Producer From Excel Spreadsheet - $26.00
- Enter Contacts Manually Into Top Producer – 20 Contacts an hour = $26.00
- Update Contact Information (call client) – 5 minutes per call -
- Add Following Drip Campaigns (Templates YOU have Customized)
    - Past Client – 1.5 hours - $39.00
    - Expired – 1.5 hours - $39.00
    - For Sale By Owner – 1.5 hours - $39.00
    - Sphere of Influence – 1.5 hours - $39.00
    - 60 Day Buyer Drip – 1.5 hours - $39.00
    - Sellers – 1.5 hours - $39.00
    - Rentals – 1.5 hours - $39.00
    - Agent Recruitment – 1.5 hours - $39.00
- Create Listing Plan – 2 hours - $52.00
- Create Closing Plan – Buyer – 1.5 hours - $39.00
- Create Closing Plan – Seller – 1.5 hours - $39.00
- Enter Listing Into Top Producer – ½ hour - $13.00
- Set up Top Producer Website – adding to Template – 2 hours - $52.00
- Create Listing Presentation – 2 hours - $52.00
- Create Flyers In Top Producer – 1 hour - $26.00
- Create CMA – 1 hour - $26.00
- Create Community and School Report – ½ hour - $13.00
- Create Home Market Report – ½ hour - $13.00
- Creating Mass Emails – 15 minutes - $6.50
- Organize Email Inbox – Separate quote need – based on amount in clients email
- Create Just Listed Postcard – 1 hour - $26.00
- Create Just Sold Postcard – 1 hour - $26.00
- Set Up Top Producer IDX – 1.5 hours - $39.00

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