

# Products & Services and FAQ's



Use this worksheet to support you while brainstorming questions that your clientele asks you about your offerings.

List all products/services along the side column and write questions about each in the adjacent box.

Use this sheet as an example and customize it to your business's offerings. Print it off and get started!

## Social Media

What does it cost?  
Do you post to my platforms?  
How many times do you post?  
What platform do I need to be on?  
Do you write the captions?  
Do you create the graphics?

## Podcast Launch

How long is the process to launch?  
How many episodes should I have created before launch?  
Will you edit my audio?  
How much does it cost?  
Do you upload to Libsyn?  
Do you create audiograms for social media promotion?

## Website Design

How much does it cost?  
How long does it take to build a website?  
What do I need to include on the site?  
What do I need to write about?  
Do I need to have a contact page?  
How can I attract people to come to my new site?

## Branding Package

How much does a logo cost?  
Can you make my font suite?  
How many colors should I have to represent my brand?  
What is a sub-mark?  
Do I need to have an alternate logo?

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