



**DIGITAL PERSONAL ASSISTANT**



Competitor Research  
Cyber Security Copywriting  
Strategic Planning Web Development  
POS System **All Kinds of** Branding  
**SEO Digital Needs** Online Shop  
Customer Relationship Management  
Graphic Design Search Engine Marketing  
Video Editing Enterprise Resource Planning  
Social Media Marketing Mobile Apps



# Outsource All Your **Digital Needs** to Us



Saves you more than

# 500%

of the cost needed to achieve  
all your digital needs

## Various Scenarios that Business Attempted to Solve All Their **Digital Needs**



If you hire **your own agencies** to solve your digital needs,



## Various Problems that Business Faced by Such Decisions

- Faced the challenge of **communicating with various personnels** in different agencies
- Paid for **overlapping values** by various agencies
- **Uncoordinated actions** & unwillingness to cooperate between agencies
- **Cashflow tied up** with packages & deals with various agencies



If you hire **your own in-house digital marketing executive**,



- **Do not have the skillsets, experience & exposures** to solve all your digital needs
- Do not know how to set expectations, expect performance, manage workflow due to **lack of expertise** in the subject field
- Do not know what they need to know



If you hire **and build your own in-house digital team**,



- **High cost to maintain** for handling in-house digital needs
- **Bigger hassle** in dealing with MoM requirements (such as quota, levies, CPF, sick leaves, off-days, MC, employee benefits, & salary calculating)

## Business Startup Package

## SME Company Package

## SME+ Company Package

### Digital Assistants

- Project Manager
- Graphic Designer
- UI/UX Specialist
- Web Developer
- Ads Campaign Specialist
- Copywriter

- Project Manager
- Graphic Designer
- UI/UX Specialist
- Web Developer
- Ads Campaign Specialist
- Copywriter
- Video Editing Specialist
- Dedicated Account Manager

- Project Manager
- Graphic Designer
- UI/UX Specialist
- Web Developer
- Ads Campaign Specialist
- Copywriter
- Video Editing Specialist
- 2x Dedicated Account Manager
- Brand Specialist
- Business Strategist

### Website / Landing Page

- Website – up to 5 static pages
- 1 landing page
- Basic website maintenance

- Website – Unlimited static pages
- Up to 4 landing pages
- Holistic website maintenance
- Payment Gateway creation / integration on demand

- Website – Customised Dynamic Pages
- Dedicated Web Developer for ongoing ERP development & maintenance
- Unlimited landing pages
- High performance website maintenance

## Business Startup Package

## SME Company Package

## SME+ Company Package

### Increase Digital Performance

#### Improve Social Media Presence:

- Up to 8 scheduled Facebook / Instagram posts
- Up to 2 Ad-Hoc Facebook / Instagram posts

#### Improve Ads Campaign Management:

- Up to 2 Google Ads (SEM) campaigns
- Up to 2 Facebook / Instagram Ads campaigns
- 2 complimentary Ads campaign setup
- Complimentary competitor & keywords analysis

#### Improve Social Media Presence:

- Up to 12 scheduled Facebook / Instagram posts
- Unlimited Ad-Hoc Facebook / Instagram posts

#### Improve Ads Campaign Management:

- Unlimited Google Ads (SEM) campaigns
- Unlimited Facebook / Instagram Ads campaigns
- Unlimited complimentary Ads campaign setup
- Complimentary competitor & keywords analysis

#### Improve Social Media Presence:

- Up to 16 scheduled Facebook / Instagram posts
- Unlimited Ad-Hoc Facebook / Instagram posts

#### Improve Ads Campaign Management:

- Unlimited Google Ads (SEM) campaigns
- Unlimited Facebook / Instagram Ads campaigns
- Unlimited complimentary Ads campaign setup
- Complimentary competitor & keywords analysis

## Business Startup Package

## SME Company Package

## SME+ Company Package

### Increase Digital Performance (cont'd)

#### Consistent SEO Optimization

- Guaranteed first page keywords on Google Search
- Up to 2 article posts per month
- Standard SEO technical optimization (Meta tags and robots.txt setting)
- Monthly SEO Report
- SEO Reporting Dashboard Access

#### Consistent & Strategic SEO Optimization

- Guaranteed first page keywords on Google Search
- Up to 4 article posts per month
- Advanced keyword targeting and analysis
- Full-coverage SEO technical optimization
- Monthly SEO Report
- SEO Reporting Dashboard Access

## Business Startup Package

## SME Company Package

## SME+ Company Package

### Graphic Design

- 4x Graphic Designs (Logo, Banners, Posters, etc)
- Unlimited revisions

- Unlimited Designs (2 concurrent work, with 2 draft versions per graphic design)
- Unlimited revisions
- Source file provided

- Unlimited Designs (4 concurrent work, with 3 draft versions per graphic design)
- Unlimited revisions
- Source file provided

### Response Time / Frequency

- Daily communication up to 3 hour response time during working hours\*

- Daily communication up to 2 hour response time during working hours\*
- 2x strategy alignment monthly meeting

- Daily communication up to 1 hour response time during working hours\*
- 4x strategy alignment monthly meeting
- 24/7 customer service support via Whatsapp

*\*Working hours are Mon – Fri 9am – 6pm*





# Business Startup Package

***Price does not include additional fees for***

*Domain, hosting, ads spend, heightened cyber security and any other third party application fees.*

*We will inform you beforehand if there are any additional cost.*



# Business Startup Package

## Digital Assistants

- Project Manager
- Graphic Designer
- UI/UX Specialist
- Web Developer
- Ads Campaign Specialist
- Copywriter

## Website / Landing Page

- Website – up to 5 static pages
- 1 landing page
- Basic website maintenance

## Graphic Design

- 4x Graphic Designs (Logo, Banners, Posters, etc)
- Unlimited revisions

## Increase Digital Performance

### Improve Social Media Presence :

- Up to 8 scheduled Facebook / Instagram posts
- Up to 2 Ad-Hoc Facebook / Instagram posts

### Improve Ads Campaign Management:

- Up to 2 Google Ads (SEM) campaigns
- Up to 2 Facebook / Instagram Ads campaigns
- 2 complimentary Ads campaign setup
- Complimentary competitor & keywords analysis

## Response Time / Frequency

Daily communication up to 3 hour response time during working hours\*

(\*Working hours are Mon – Fri 9am – 6pm)



# SME Company Package

***Price does not include additional fees for***

*Domain, hosting, ads spend, heightened cyber security and any other third party application fees.*

*We will inform you beforehand if there are any additional cost.*



# SME Company Package

## Digital Assistants

- Project Manager
- Graphic Designer
- UI/UX Specialist
- Web Developer
- Ads Campaign Specialist
- Copywriter
- Video Editing Specialist
- Dedicated Account Manager

## Website / Landing Page

- Website – Unlimited static pages
- Up to 4 landing pages
- Holistic website maintenance
- Payment Gateway creation / integration on demand

## Graphic Design

- Unlimited Graphic Designs (2 concurrent work), with 2 draft versions per graphic design
- Unlimited revisions
- Source file provided

## Increase Digital Performance

### Improve Social Media Presence :

- Up to 12 scheduled Facebook / Instagram posts
- Unlimited Ad-Hoc Facebook / Instagram posts

### Improve Ads Campaign Management :

- Unlimited Google Ads (SEM) campaigns
- Unlimited Facebook / Instagram Ads campaigns
- Unlimited complimentary Ads campaign setup
- Complimentary competitor & keywords analysis

### Consistent SEO Optimization

- Guaranteed first page keywords on Google Search
- Up to 2 article posts per month
- Standard SEO technical optimization (Meta tags and robots.txt setting)
- Monthly SEO Report
- SEO Reporting Dashboard Access

## Response Time / Frequency

- Daily communication up to 2 hour response time during working hours\*
- 2x strategy alignment monthly meeting

(\*Working hours are Mon – Fri 9am – 6pm)



# SME+ Company Package

***Price does not include additional fees for***

*Domain, hosting, ads spend, heightened cyber security and any other third party application fees.*

*We will inform you beforehand if there are any additional cost.*



# SME+ Company Package

## Digital Assistants

- Project Manager
- Graphic Designer
- UI/UX Specialist
- Web Developer
- Ads Campaign Specialist
- Copywriter
- Video Editing Specialist
- 2x Dedicated Account Manager
- Brand Specialist
- Business Strategist

## Website / Landing Page

- Website – Customised Dynamic Pages
- Dedicated Web Developer for ongoing ERP development & maintenance
- Unlimited landing pages creation
- High performance website maintenance

## Graphic Design

- Unlimited Graphic Designs (4 concurrent work), with 3 draft versions per graphic design
- Unlimited revisions
- Source file provided

## Increase Digital Performance

### Improve Social Media Presence :

- Up to 16 scheduled Facebook / Instagram posts
- Unlimited Ad-Hoc Facebook / Instagram posts

### Improve Ads Campaign :

- Unlimited Google Ads (SEM) campaigns
- Unlimited Facebook / Instagram Ads campaigns
- Unlimited complimentary Ads campaign setup
- Complimentary competitor & keywords analysis

### Consistent & Strategic SEO Optimization

- Guaranteed first page keywords on Google Search
- Up to 4 article posts per month
- Advanced keyword targeting and analysis
- Full-coverage SEO technical optimization
- Monthly SEO Report
- SEO Reporting Dashboard Access










## Response Time / Frequency

- Daily communication up to 1 hour response time during working hours\*
- 4x strategy alignment monthly meeting
- 24/7 customer service support via Whatsapp

(\*Working hours are Mon – Fri 9am – 6pm)



# Achieve All Your **Digital** **Needs** with Our Team of **Digital** **Specialists**

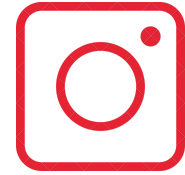
-  **Dedicated Account Manager**
-  **Brand Specialist**
-  **Project Manager**
-  **Copywriter**
-  **Graphic Designer**
-  **Ads Campaign Specialist**
-  **Video Editing Specialist**
-  **UI / UX Specialist**
-  **Web Developer**



# Ensure Your Digital Marketing Consistency



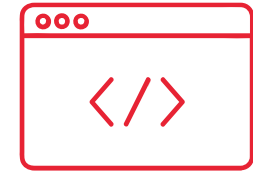
Facebook



Instagram



SEO Management



Website Management



Tik Tok



Performance Report



Competitor Research



Graphic Design







# Our Brand Partners



and many more...



Everything You Need Digitally,

**Digital PA is Your  
Best Digital Assistant  
to Solve All Your  
Digital Needs**

**Engage with Us Now**

# Disclaimer

We reserve the right to modify the benefits and values stated in this document at any time without prior notice. All information provided is intended to be accurate and current; changes and updates may occur.

We disclaim all liabilities for any misrepresentations or inaccuracies communicated by individuals. This document is intended for informational purposes only and should not be considered a binding agreement. For the most up-to-date and accurate information, please contact the company directly.

# Confidentiality Statement

This document is confidential and intended solely for the recipient's use. It is not for circulation and should not be distributed to any third party without prior written consent from the company. No part of this document may be reproduced, copied, pasted, edited, or paraphrased without prior written consent and approval from the company. The company reserves all rights to pursue legal action if any part of this document is found to be misused. Unauthorized use may result in liability for damages and commercial interests.

