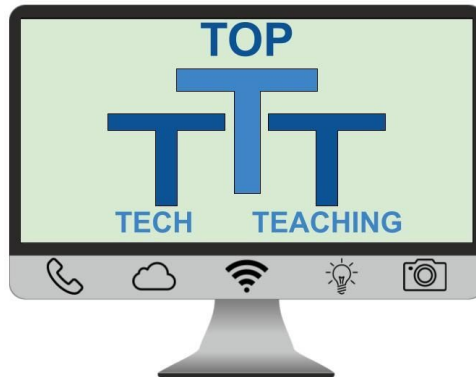


TopTech Teaching



Consulting/Services Package

Introduction:

Hello small businesses of Lake Forest and Lake Bluff! We are TopTech Teaching. We are a social media and technology company that consults with and manages small businesses social media platforms, by either directly managing the social media accounts, or giving advice and ideas for the platforms. We are a business out of the Lake Forest High School Business Incubator program and we are here to help you during this troubling and uncertain time.

How Can We Help You?

For the month of May we want to try and help as many small businesses within the community. This assistance is completely free of charge, we want to help give back to the businesses within the community. In regards to social media platforms our company deals mainly with Instagram and Facebook. We can assist with any questions you have regarding your

social media platforms. As we know during this time it's hard to meet with employee's and business partners, we can also help with any online meeting service such as Zoom and Google Meets.

What We Offer!

For any of these services we can set up a phone call or zoom/google meet call with you!!

1. Consulting

- We can help you in ways to run your social media's more efficiently
- We can help you with how to adapt/conduct your business online during this challenging time
- We can answer any questions on how to use any type of virtual meeting service (zoom, google meets, etc)
- We can help come up with content that relates to the focus of your business
- We can help explain how to use social media if you are just starting to transition to online! (ex- how to use Instagram/Facebook, how to post stories on your social media platforms, how to gain followers, etc)
- Overall, we can answer any questions you have regarding social media

2. Technology "How To" Videos

- We can make any "how to" video for your business if you need assistance on how to work a specific service (ex- we can make a video for you on how to use zoom, how to go live on Facebook, etc)

3. What do YOU need?

- If there's anything additionally in relation to technology or social media we will do our best to help assist you! Please reach out to us

with any questions, concerns, or problems. We will do our best to assist your needs!

Steps for our Services!

1. First email our company!

Email: toptechteaching@gmail.com

2. Once we receive your email we will set up a call with you to discuss how we can help!

**Depending on demand for our services we can only take on so many clients at once. With that being said, please still email us and we will let you know when we will be able to provide our services for you! Don't forget our services are 100% free, no charge needed(:

- TopTech Teaching