



Blog & Article Writing Form

Kindly share in this form the details you need for your Blog/Article Writing and your VA will help write them for you.

Average required time*: 1-3 hours per article

*Note, time may be more or less depending on your needs. If an article is short it will be faster. If you provide full information to your VA, it will help her write better. If the information provided is vague, then it can take longer. Your VA may need some time to get used to writing the first few articles, and she may be quicker once she gets used to your tonality and style.

PROCESS:

1. Provide VA with direction and topics for her to write
2. VA can help come up with options for the title for you to choose from
3. VA will write the article for you to edit/approve.
4. You can ask your VA to also upload the article for you on your website once the copy is approved.

Website *

Post here the url of the website where this blog/article will be posted in.

Word Count *

How long would you like the blog/article to be? How many words?

Target Keywords

What keywords would you like the article to be writing about? This is beneficial for SEO or google ranking.

Blog / Article Topic *

Which topic would you like this article to be written about?

Who is your target audience?

Share your thoughts on your target audience/reader for this blog/article.

Tone / Voice of the Article

What would be the tone and voice you'd like to use for your blogs/articles? Will it be formal or casual? Will it be use first person "I" point of view for writing this blog or just general informative tone?

Link of image or notes about the image to use in the article

If you have the exact picture, post there the url or instructions on how to locate the image file. If you need research done on the image that you want to use in the article, post your notes here.